



State of Georgia

Victims of Crime Act (VOCA)

Subgrantee Grant Administration Manual

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Introduction

How to Use this Manual

CJCC Staff created this manual to help subgrantees navigate some of the complexities associated with their Victims of Crime Act (VOCA) grant. This manual is **not comprehensive** and you may still encounter issues or questions related to managing your grant that are not covered in here. **This manual does not replace the requirements in your special conditions.** These conditions still govern your use of VOCA funds. However, this manual should help you implement and abide by those special conditions more effectively.

This manual is one of many tools to guide the administration of your 2014 VOCA subgrant. What follows is a detailed, though not exhaustive, description of the programmatic and financial guidelines you must follow to administer your grant funds successfully. The information contained in this manual is based on several sources including the [VOCA Victim's Assistance Grants Guidelines](#) and the [2013 OJP Financial Guide](#). CJCC encourages subgrantees to download this manual to their computers and refer to it as often as they need to when they encounter questions or concerns related to their VOCA grant.

Please note that CJCC may also update this manual from time to time as legislation changes, new policies or guidance comes from the Office for Victims of Crime, new reimbursement or grant management policies are instituted here at CJCC, or to address emerging issues subgrantees face. Staff will do their best to alert subgrantees about changes in this manual. Please ensure you are subscribed to [MailChimp](#) to receive these updates via the monthly Victim Assistance e-newsletter. You will know which version of the manual is the most recent by looking in the footer of each page.

We have also tried to make this manual as user-friendly as possible. All of the text that is hyperlinked in this manual is fully functional – to go to the webpage containing the information that is referred to in the text, simply click on the hyperlinked text.

If you feel staff has not covered a certain topic thoroughly enough, or you see a gap in the topics covered in this manual, please give your feedback to one of the staff listed on the cover page.

Thank you for all the work you do on behalf of victims of crime in the state of Georgia. We at CJCC appreciate your service and dedication.

Overview of CJCC

The Criminal Justice Coordinating Council

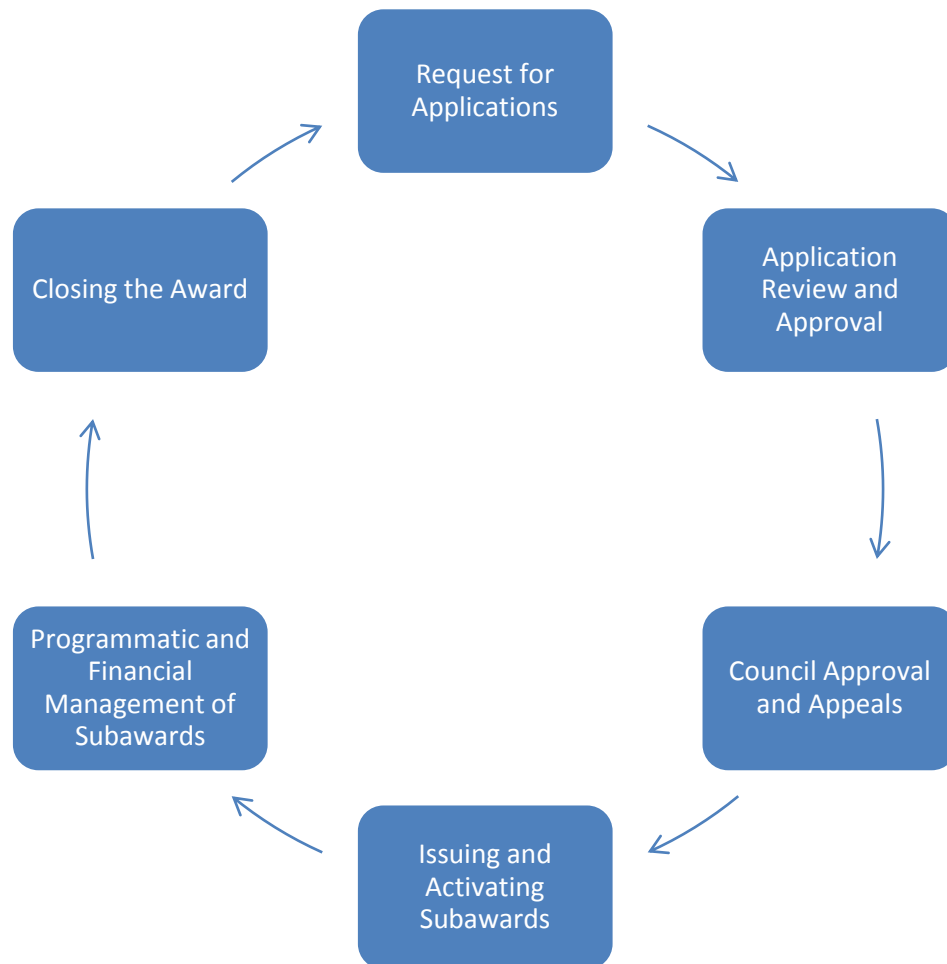
The Criminal Justice Coordinating Council (CJCC) is the state planning and grants agency for criminal justice and victims' assistance programs that the Governor of Georgia has designated as the State Administering Agency. CJCC's enabling statute (O.C.G.A. § 35-6A-2) ensures its members represent all components of the criminal justice system. CJCC builds knowledge and partnerships among state, local, and non-governmental organizations to enhance the effectiveness of Georgia's criminal justice system and to develop and sustain results-driven programs, services and activities.

CJCC manages and subgrants federal formula funds allocated to the State of Georgia Victims of Crime Act, 42 U.S.C. § 10601, et seq. In addition to managing these formula grants, CJCC also applies for competitive funding in partnership with subgrantee and local agencies through the Office for Victims of Crime.

Grant Administration Overview

As the State Administering Agency for VOCA funds, CJCC provides financial and programmatic management of your VOCA subaward. CJCC produces Requests for Applications (RFAs) each year, collects and reviews applications, and makes award recommendations to the governing Council. Upon the Council's approval, CJCC is also responsible for opening and closing each subaward in accordance with federal guidelines. To ensure continuity of funds and victim service provision, the stages in the process overlap with each grant year. Usually, applications are collected, reviewed and approved from late spring-late summer so that awards can be issued and activated around the time the VOCA year starts each October 1.

Life Cycle of a VOCA Subaward



Currently, CJCC operates its Victim Assistance funds (VOCA, VAWA and SASP) on a 4-year cycle. The first year (2013) was a competitive year in which any agency or organization could apply for funding if it met the eligibility requirements. The subsequent second, third and fourth years (2014-2016) will be continuation years in which the 2013 awardees receive the same funding level as in 2013, with a few exceptions, as long as they have met and continue to meet their respective grant requirements. The next competitive grant year will be 2017, pending the Council's approval.

This guide will cover the life cycle of a CJCC grant award. It will focus most attention on the financial and programmatic management of your agency's subgrant.

Financial management encompasses the following activities:

- Budget review and approval during the application process
- Activating awards through the award packet issuance, review and approval process

- Budget management through Subgrant Adjustment Requests (SAR)
- Reviewing, approving and processing payments via Subgrant Expenditure Requests (SERs)
- Closing awards at the end of the VOCA year (September 30)

CJCC provides programmatic management through the following activities:

- Program activity review and approval during the application process
- Reporting on service outputs (VSSR) and outcomes (OPM)
- Fidelity to VOCA guidelines on allowable activities
- Adherence to core services
- Ensuring availability and accessibility of services across the state
- Facilitating communication and coordination of CJCC-funded programs with other stakeholders

CJCC also provides grants management to its subgrantees by conducting compliance monitoring activities such as site visits and desk reviews, and providing Training and Technical Assistance (TTA or TA).

More information on each aspect of the grants management process is included in the subsequent sections. The appendix also includes numerous guides and resources to help you manage your agency's award.

Applying for VOCA Funds

CJCC issues Requests for Applications (RFAs) each year. The date varies, but staff aim to release RFAs in late spring (April-May). Once the RFA is released, applicants have a month to complete and submit applications via CJCC's online system. The RFA contains all information required for each application, including application instructions and guidelines on allowable and unallowable costs. Generally the application requires basic agency information, contact information, brief narratives on program activities and target population demographics, and a budget for the use of VOCA funds. The application also requires submission of data on VOCA purpose areas, underserved populations, agency financial information, and other documentation as requested. The 2014 RFA for continuation funding is included in the appendix.

Once the application system has closed, staff review applications and make award recommendations to the governing Council. The review process typically takes 6-8 weeks before recommendations go to the Victim Assistance Grants Committee, who approve or deny staff recommendations for funding. Occasionally, the Committee requests additional information from staff and/or applicants. Once approved by the Committee, the staff recommendations go to Council for approval. An appeals process follows, with appellants having 45 days to submit appeals on their agency's letterhead to CJCC. CJCC aims to notify subgrantees and issue award packets around the start of the VOCA grant year each October 1.

Activating the VOCA Award

Each year, CJCC issues award packets to its subgrantees. If receiving more than one award, an agency will receive a packet for each award received. These award packets contain documentation to be completed and returned to CJCC within 45 calendar days of their issuance. In 2014, CJCC required the following documents:

- ☐ **Sub-grant Award** (Signed and dated by the Authorized Official)
- ☐ **Special Conditions** (Signed by Authorized Official and initialed by Project Director)
- ☐ **Sub-grant Adjustment Request #1** (Signed and dated by the Authorized Official)
- ☐ **Detailed Budget Worksheet**
- ☐ **Personnel Action Forms/Salary Authorization Statements**
- ☐ **Job Descriptions for all grant and match-funded positions**
- ☐ **Copy of all contracts entered into with grant funds**
- ☐ **License and Justification for all grant-funded licensed professionals (If Applicable)**
- ☐ **Reimbursement Selection Form** (signed by the Authorized Official. Include a voided check if EFT is selected)
- ☐ **Vendor Management Bank Account Form**
- ☐ **Form W-9, Request for Taxpayer Identification Number (TIN) and Certifications**
- ☐ **Authorized Purpose Areas Form**
- ☐ **Federal Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transaction**
- ☐ **Designation of Grant Officials Form**
- ☐ **Audit Requirements Form**
- ☐ **Civil Rights Requirements Form**
- ☐ **Complete Financial Statements – [non-profits only]** (including balance sheet, income statement, and statement of cash flows)]
- ☐ **Complete Salary Information of all employees** (non-profits only)
- ☐ **Signature Authorization Letter** (The Authorized Official may designate signing authority to another party for future submissions of forms and documents pertaining to this sub-grant. To do so, the Authorized Official should submit a letter on official City/County or Agency letterhead and reference the sub-grant award number. Please note that only the authorized official may sign the forms contained within the Award Package.)
- ☐ **Missing/Incomplete Items from Application – *If applicable, your award packet includes an application findings letter with instructions***

CJCC also included the following documents to be kept on file by the subgrantee:

- **Introductory Brochure**
- **New staff and volunteer timesheets**

Timely submission of correctly completed award packets is important for the management of your agency's subaward. If these packets are not received by the deadline specified and

completed according to the instructions, it may delay activation of your award. An award is activated to enable the processing of expenditure requests, so delays in activation results in delays in payments, which can stymie service delivery to victims and hinder the agency's cash flow. This is a bad way to start your new grant year! Please ensure your award packet is completed correctly and submitted on time so CJCC can activate and manage your grant funds.

Programmatic Requirements

Victims of Crime Act (VOCA) Victims Assistance Grants

The VOCA Formula Grant Program, created under the 1984 Victims of Crime Act 42 U.S.C. § 10601, et seq., provides federal funding to support victim assistance and compensation programs to benefit victims, to provide training for diverse professionals who work with victims, to develop projects to enhance victims' rights and services, and to undertake public education and awareness activities on behalf of crime victims. The Victims of Crime Act established the Crime Victims Fund, which is the funding source for state formula VOCA grants. Millions of dollars are deposited into the Crime Victims' Fund annually from criminal fines, forfeited bail bonds, penalties, and special assessments collected by U.S. Attorneys' Offices, federal U.S. courts, and the Federal Bureau of Prisons. To date, Crime Victims' Fund dollars have always come from offenders convicted of federal crimes, not from taxpayers.

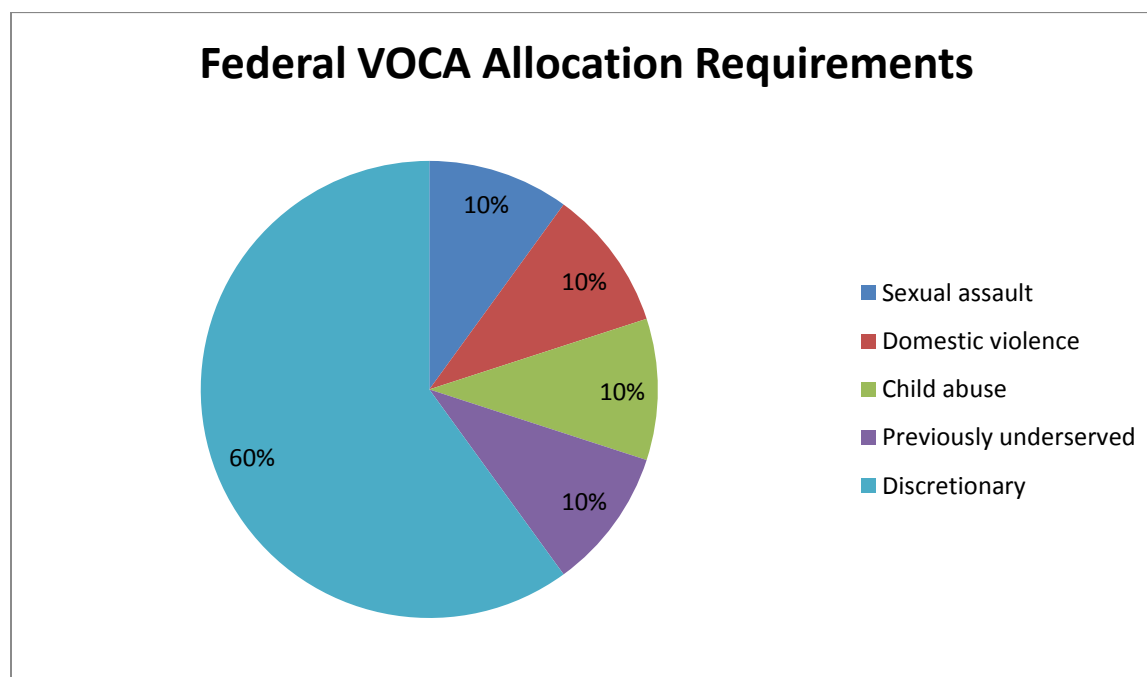
VOCA is the largest federal victims' services funding stream in Georgia. This funding supports direct services to crime victims (i.e. persons who have suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime). The federal Office for Victims of Crime (OVC) makes annual formula grants to states, which in turn are subgranted to local organizations, to ensure that crime victims' rights are upheld and that they play a meaningful role in the criminal justice process. VOCA funds help local agencies comply with the requirements in Georgia's Crime Victim's Bill of Rights (O.C.G.A. § 17-17-1) and provide services that help crime victims confront the trauma and hardship associated with victimization. VOCA funds may be used to serve victims of many different types of crime including (but not limited to) child abuse, child sexual abuse, domestic violence or intimate partner violence, sexual assault, physical and financial elder abuse, identity theft, robbery, and burglary.

According to the [VOCA Program Guidelines](#), services are defined as those efforts that:

- (1) respond to the emotional and physical needs of crime victims;
- (2) assist primary and secondary victims of crime to stabilize their lives after a victimization;
- (3) help victims understand and participate in the criminal justice system; and
- (4) provide victims of crime with a measure of safety and security.

For the purpose of the VOCA crime victim assistance grant program, a crime victim is a person who has suffered physical, sexual, financial, or emotional harm as a result of the

commission of a crime. Funding cannot be used for the investigation of crimes or collection of evidence to further the prosecution of crimes. By statute, funding priorities are given to programs serving victims of sexual assault, domestic violence and child abuse. At least 30 percent of each year's formula grant must be allocated to sexual assault, domestic violence, and child abuse services, 10% for each category. An additional 10 percent must also be allocated to victims of violent crime other than "priority" category victims who are "previously underserved."



VOCA Purpose Areas

As stated above, VOCA is aimed at helping agencies provide core services to crime victims so they can heal from the emotional, psychological, and physical trauma associated with victimization. Additionally, VOCA funds are meant to help victims play a meaningful role in the criminal justice system.

Direct victim services should accomplish at least one, if not more, of the following objectives:

- (1) respond to the emotional and physical needs of crime victims;
- (2) assist primary and secondary victims of crime to stabilize their lives after a victimization;
- (3) help victims understand and participate in the criminal justice system; and provide victims of crime with a measure of safety and security.

Statistical Reporting

Once your agency has been notified of its subgrant award, you should begin tracking financial expenditures and program activities according to CJCC guidelines. CJCC requires

two reports from VOCA subgrantees, the quarterly VSSR and the semiannual OPM. Remember to refer to CJCC's website for the [VOCA reporting page](#) for any information including deadlines, forms, guides and past webinar materials.

VOCA subgrantees complete the **Victim Services Statistical Report (VSSR)** on a **quarterly basis**. Reports should be completed via the [web-based platform](#). The Planning & Policy Development Specialist will email the VSSR link and login credentials (User ID or your grant number(s) and your agency's password(s)) to Project Directors a month prior to each reporting deadline. REMEMBER: it is **very important** that you complete a Subgrant Adjustment Request to update the Project Director's name and/or their contact information to ensure timely receipt of VSSR information. CJCC will not send reporting information to anyone other than the Project Director.



You should **only** report data that reflects the use of VOCA funds. If your agency uses more than just VOCA funds to provide victim services, you must **prorate** your data to accurately report the use of VOCA funds only. In the fourth quarter report due October 30, subgrantees must also complete the section of narrative questions. As a courtesy, CJCC has provided a [guide](#) for subgrantees, which can also be found in the appendix.

The web-based tool has built-in validation capabilities. Subgrantees should be sure that their demographic data aligns with the number of victims they report serving in each category. Additionally, subgrantees should also ensure that the number of services they report are equal to if not greater to the number of victims they report serving. Incorrect or inaccurate data will not be accepted in the web-based system and the subgrantee **will not be able to submit** their VSSR on this platform until all the data is correct.

Dates for submitting VOCA **Quarterly** Reports are as follows. Please be sure to add these to your agency's calendar, especially if the Project Director delegates completion of VSSRs to a staff member:

Quarter 1:	October 1-December 31	Due: January 30
Quarter 2:	January 1-March 31	Due: April 30
Quarter 3:	April 1-June 30	Due: July 30
Quarter 4:	July 1-September 30	Due: October 30

(1) Subgrantees Who Receive VOCA and VAWA and/or SASP Victim Services Funds

If your agency has multiple grants and receives funding to provide direct victim services through VOCA and VAWA and/or SASP, you **must report your statistics for each program separately**. Please be sure that whichever data collection method you use (a Client Management Information Systems such as ALICE, paper tallies, Excel worksheets, Time and Activity Reports) is able to track the clients you serve with either your VOCA or VAWA/SASP grant **separately**.

Examples:

- a. Suzy Advocate is funded through your agency's VOCA grant at 80% of her time and through your VAWA grant for 20% of her time. Suzy served 40 victims this quarter. You should report the following:

$40 \text{ victims} * 0.8 \text{ (proportion of time Suzy is on VOCA Grant)} = 32 \text{ victims served with VOCA Funds}$

$40 * 0.2 \text{ (proportion of time Suzy is on VAWA Grant)} = 8 \text{ victims served with VAWA funds.}$

- b. Suzy Advocate is funded through your agency's VOCA grant at 50% and Norene Counselor is funded through your VAWA grant at 75%. Suzy Advocate served 50 victims and Norene Counselor treated 30 victims. You should report the following.

$50 * 0.5 \text{ (proportion of Suzy's time paid for with VOCA funds)} = 25 \text{ victims served with VOCA funds}$

$30 * 0.75 \text{ (proportion of Norene's time paid for with VAWA funds)} = 22.5 \text{ (round to 23) victims served with VAWA funds.}$

The restriction on the kinds of victims that should be reported on your VAWA and/or SASP VSSR applies here as well.

- c. **If you cannot track statistics by the advocate serving the victim...** An alternative method to reporting statistics based on the advocate to whom the case is assigned, may be to report your agency's statistics based on the **proportion of your total budget that each grant represents**. In other words, if you cannot separate the services you provide either by the advocate who provides them or by the grant under which they are funded, you can take all of the statistics per quarter in your agency and multiply them by the proportion of your total agency budget that a grant represents.

Example:

Your agency's budget breakdown is the following:

VOCA Grant – 35%

SASP Grant – 5%

UnitedWay – 15%

Private Donations – 10%

Community Foundation Grants – 10%

Major Events – 15%

5% Funding – 10%

In the first quarter of your VOCA Grant (October 1-December 31) your agency served 25 child sexual abuse victims and 10 sexual assault victims. You would report:

$0.35 \times 25 = 9$ child sexual abuse victims

$0.35 \times 10 = 4$ adult sexual assault victims



NOTE: Whatever your cutoff, you must report services and demographic data for those victims as well.

For more information about accurately reporting your victim services statistics, consult the VSSR Guide or contact the Planning & Policy Development Specialist for victim assistance grants.

Subgrantees funded to provide **direct victim services** with VOCA funds must also collect **outcome performance measure (OPM)** data from their clients. CJCC has provided survey instruments for subgrantees to distribute to clients who have **substantially completed services**. You will select the survey that is most applicable to the clients you serve. If you have questions about which survey is most applicable, contact the Planning & Policy Development Specialist. **Do not modify or delete any of the survey questions!** You may, however, add your agency's logo and add additional questions if your agency wishes to collect other data.

Surveys should be given to all clients regardless of funding source – unlike the VSSR. OPM surveys are available at CJCC's website under Grants>>Forms & Publications>>Outcome Performance Reporting Tools or on the [VOCA Reporting page](#). Here you will also find the OPM guide and Excel spreadsheets to help you tally your data.

Outcome performance measures are reported through online systems specific to your agency's service area. Links for this tool are located on the [VOCA Reporting page](#). This link **will be open only during the appropriate reporting periods** (May 1-30, and November 1-30). The surveys and corresponding online reporting system links are listed below:

- [Adult Victim Counseling](#)
- [Court Appointed Special Advocates](#)
- [Domestic Violence Shelter](#)
- [Family/Child Counseling](#)
- [Legal Advocate](#)
- [Legal Services](#)
- [Law Enforcement Victim Witness Assistance Program](#)
- [Prosecution Victim Witness Assistance Program](#)
- [Sexual Assault Center](#)
- [Child Advocacy Center/Sexual Assault Center](#)

There will be no extensions to accommodate late report submissions unless a waiver is

requested. Below are reporting due dates (these are also available on CJCC's Google Calendar):

Semi-Annual:	November 1 – April 30	Due: May 30
Annual:	May 1 – October 31	Due: November 30

For more information or technical assistance about collecting or reporting your outcome measure statistics, you may listen to the various webinars posted on [CJCC's YouTube Page](#).

Tardy Programmatic Reports or Continuation Applications: Delays in programmatic reports can cause CJCC to be late in its reporting requirements to our federal partners. Therefore, CJCC takes timeliness in programmatic reports **very seriously**. Please refer to [CJCC's subgrantee compliance policy](#) and your special conditions for the progressive sanctions imposed for chronic tardiness in programmatic or fiscal reports.

If you are late with your programmatic or expenditure reports, you must submit a [Waiver Request](#) within **10 days** after the reporting deadline has expired. Please submit waiver requests for SERs to your Grants Auditor or Specialists. Waiver requests for OPMs, VSSRs and CJSSRs may be sent to the Planning & Policy Development Specialist. Your request will be considered and CJCC may grant the waiver **at its discretion**. The waiver will allow your agency to avoid penalties.

The subgrantee is responsible for abiding by **all special conditions**, reporting requirements, and deadlines. Tardy continuation applications will also result in an automatic recommendation to CJCC's governing council to reduce funding by 10%.

Core Services

The Criminal Justice Coordinating Council (CJCC) strives to be a responsible and exemplary steward of federal funds. In an effort to ensure that limited federal resources pay for basic services for all crime victims in Georgia, CJCC created the core service definitions for various types of programs that the agency typically funds with victim assistance funds from the Office of Justice Programs (OJP) through the Department of Justice (DOJ). Those programs are the Victims of Crime Act (VOCA), administered through the Office for Victims of Crime (OVC), and S.T.O.P. Violence Against Women Act (VAWA) and Sexual Assault Services and Programs (SASP) funds administered through the Office on Violence Against Women (OVW).

These core services were developed in consultation with VOCA, VAWA and SASP subgrantees who provide victim service across the state of Georgia. These standards will be revised as the response to victimization evolves and improves. The core service definitions outline the basic level of services agencies of various types should provide to be considered for CJCC Victim Services grant funds. The types of programs include: Court Appointed Special Advocates (CASA), Child Advocacy Centers (CAC), Counseling Services, Domestic Violence Shelter & Non-Shelter Programs, Legal Service Programs, Sexual Assault Centers, and Victim Witness Assistance Programs (VWAP).

These core service definitions are also the basis for any programmatic desk audits or site visits. CJCC grant monitoring staff will have a checklist based on these core service definitions to ensure programs are providing a minimum level of services with CJCC's OJP funds. The core service checklists are also provided in the appendix.

Financial Requirements

Match Requirement

All VOCA subgrantees must match at least 20% of their total award with **non-federal** funds. Match must adhere to the same financial guidelines as reimbursable expenses. First time subgrantees must also demonstrate that 25-50% of their agency's funding is derived from non-federal sources. VOCA funding is meant to sustain a core level of victim services. CJCC wants to ensure that agencies have various resources to provide services so that all victims across Georgia have access to basic and enhanced services.

Volunteer Match: VOCA guidelines require agencies to use volunteer labor to provide services. As of June 1, 2006, CJCC values volunteer hours at \$12.00/hour. Volunteer hours may be used toward your agencies match on the VOCA subgrant.

To qualify matching funds must meet the following criteria:

- ✓ They must have the same potential use as the federal funds for which the grant is awarded – i.e. the activities for which funds are used must be **allowable** under the [VOCA program guidelines](#).
- ✓ They must be expended during the grant period – e.g. a private foundation grant that has been awarded to you but starts after the federal grant period ends does not qualify.
- ✓ You must maintain a record of all the matching funds you use including: the source of the funds, when they were expended, and the amount.

If you are using volunteer labor as a match, you must provide a volunteer contract and a log of the number of hours each volunteer spent on the VOCA-funded project. Submit newly signed contracts and timesheets with each SER to your assigned Grants Auditor or Specialist. Volunteer [contracts](#) and [timesheets](#) can be found at [CJCC's website](#). You may also send them requests to approve a higher rate of volunteer time. Please submit justification such as a memo and job description or volunteer's resume with the request for a higher rate.

Budget Categories – Allowable and Unallowable Costs

Subgrantees are encouraged to refer to "[OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments](#)" or "[OMB Circular A-122, Cost Principles for Non-Profit Organizations](#)" (as applicable to your organization) for a detailed discussion of allowable

and unallowable costs on federal grants. Subgrantees should note that they **cannot** request reimbursement for items not listed in their budgets during the course of the grant. If a subgrantee wants to add, change, or remove an item from any of the budget categories approved with their award package, they **must submit** a Subgrant Adjustment Request ("SAR"). Please see the section titled "Subgrant Adjustment Requests" for more information. What follows below is a brief description of allowable and unallowable costs:

(1) Personnel

Personnel costs are eligible if they comply with the statements in the following checklist:

- ✓ Salaries for grant-funded positions must comply with the applicant agency's employee salary classification schedule. Your agency should have submitted a "Salary Authorization Form" with your application to validate salary expenditures.
- ✓ Applicants must submit all grant-funded salaries for CJCC's approval. CJCC will also determine the reasonableness of requested salaries and reserves the right to limit the grant-financed portion of any salary.
- ✓ Subgrantees may use grant funds for overtime pay, provided that the payment of overtime is allowable under the applicant agency's policy. "Overtime pay" is remuneration for hours worked on a sub grant program in excess of full-time. "Full-time" is at least thirty-five (35) hours per week for sworn law enforcement officers and forty (40) hours per week for non-sworn personnel.
- ✓ CJCC will not approve grant budget adjustment requests for reallocation of excess personnel funds created by a vacancy unless the subgrantee requests the reallocation **prior to sixty (60) days** before the grant expiration date. For VOCA subgrantees, final budget reallocations must be submitted by **August 1** for approval.
- ✓ Subgrantees may use grant funds to pay personnel leaving employment for accrued annual leave and/or accrued compensatory time if CJCC approves, and if such use is in accordance with the subgrantee's personnel policy. The proportion of grant funds paid for accrued annual leave and accrued compensatory time may not exceed the proportion of funds used to pay the employee's salary.
- ✓ Funds may not be used to pay for on-call hours.

(2) Fringe Benefits

Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in the "Personnel" budget category and **only for the percentage of time devoted to the project**. Fringe benefits on overtime hours are limited to FICA, Worker's Compensation, and State Unemployment Compensation. Costs included in this category are: FICA (employer's portion of the Social Security and Medicare taxes), employer's portion of retirement, employer's portion of insurance (health, life, dental, etc.), employer's portion of Worker's Compensation and State Unemployment Compensation.

Example Personnel & Fringe Benefit Calculation:

Suzy Victim Advocate	\$30,000 * 75%	\$22,500
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Suzy Victim Advocate	FICA: \$30,000*0.0765*75%	\$1,721.25
	Health Ins.: \$200/mth*75%*12	\$1,800
	Pension: \$30,000*0.02*75%	\$450
	Dental/Vision: \$100/mth*75%*12	\$900

- ✓ All travel expenditures must be in accordance with the most current [State of Georgia Statewide Travel Regulations](#) regardless of the applicant agency's travel policies.

- Funding is authorized for travel within the program's service area only for mileage driven in personal vehicles for program/business purposes and may not exceed .56 cents per mile (the current state maximum), the amount the program specifies as the mileage reimbursement rate, *or* the lesser of the two;
- Funding is not authorized for lodging within 50 miles of the subgrantees' place of business; and,
- Funding is not authorized for meals within thirty (30) miles of the subgrantees' place of business, and when traveling outside a thirty-mile radius, the employee must be away for more than 13 hours.

- ✓ Subgrantees must document program personnel's completion of grant-funded training and certification courses. Subgrantees must justify to CJCC in writing any non-completion of course requirements. Subgrantees may have to cover the cost of training if CJCC fails to approve the justification letter submitted.

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Equipment is defined as any non-expendable personal property with a useful life of more than one (1) year and acquisition costs equal to or greater than \$5,000 per unit. Included in the definition of equipment are any other items a subgrantee chooses to capitalize in its own accounting records. Subgrantees may not apportion costs for equipment into smaller components to avoid the true acquisition costs.

A list of equipment purchases must be submitted to CJCC and subgrantees may request additional equipment through grant adjustments. CJCC will authorize equipment if the subgrantee demonstrates that it is necessary, essential to the successful operation of the grant projects and reasonable in cost.

Equipment purchased with grant funds is subject to the [Department of Administrative services' state surplus property procedures](#).

CJCC staff is available to assist sub-grantees with these procedures.

(5) Supplies

Expenditures in this category are eligible if they comply with the statements in the following checklist:

- ✓ Supplies and direct operating expenses are costs directly related to the daily operation of the sub grant program that are not included in any other budget category and have an acquisition cost of less than \$5,000 per unit. Examples of allowable costs include office supplies, shared costs of office equipment, paper, printing, postage, classroom instructional supplies and educational resource materials.
- ✓ Funds **may not** be used to promote a program through paid advertisements or promotion gifts without CJCC 's prior written approval.
 - An **exception** – CJCC has allowed in the past for programs to use funds to pay for billboards to advertise a hotline or program services. Such a billboard must display the disclaimer language referenced above under “Printed Materials.” CJCC reserves the right to allow or disallow requests on a case-by-case basis.
- ✓ CJCC will not approve use of funds to purchase admission to any amusement park, recreational activity or sporting event.
- ✓ Funds may not be used to pay for gift cards for victims to purchase food or other items. For example, an agency may not request reimbursement from their VOCA grant to pay for a WalMart gift card for a victim to purchase emergency household items following a crime. All such purchases must be accompanied by an itemized receipt for a reimbursement to be allowable.
- ✓ The State of Georgia's Non-Employee Group Meals Policy and the [OJP Financial Guide](#) governs subgrantees' use of grant funds for food, meals, beverages and

related costs. This policy is included in the State Accounting Office's [Statewide Accounting Policy and Procedure Manual](#).

(6) *Printing*

Expenditures in this category are eligible if they comply with the statements in the following checklist:

- ✓ Business cards are allowable only for VOCA funded personnel.
- ✓ Program letterhead is an allowable expense.
- ✓ Costs for printing program-related materials are allowable. **Please see the “[Printed Materials](#)” section for the policy on obtaining approval for paying for such materials.**
- ✓ Brochures printed with grant funds must acknowledge the funding source. **Please see the “[Printed Materials](#)” section for the required language.**

(7) *Other*

Expenditures in this category are eligible if they comply with the statements in the following checklist:

- ✓ Individual consultant fees may not exceed \$81.25/hour or \$650/day, but may include actual time for preparation, evaluation and travel in addition to the time for the presentation or service. Consultant transportation, hotel, and incidental costs are not included in this maximum amount and may be specified separately under the contract.
 - According to the 2009 OJP financial guide, a **consultant** is “an individual who provides professional advice or services.” CJCC **does not fund** the use of consultants for general organizational administration or strategic planning efforts. All “professional advice or services” **must be directly related** to the provision of victim services as defined in [VOCA Program Guidelines](#).
 - Subgrantees requesting consultant expenses on their grant must be able to justify the rate they are requesting either using the provider’s billing history for a similar service, or using local market rates. For example, a subgrantee requesting a contract licensed therapist expense may use the therapists’ hourly billing rate with similar clients and submit invoices verifying this rate to justify the amount requested on the grant.
 - Consultants who are state or local government employees, or are personnel at another CJCC-funded nonprofit or nongovernmental agency must show that the time they are spending on the grant is separate from the time CJCC is funding for work at their respective agency.
 - See [Appendix 1](#) for a sample consultant contract.
 - For-profit corporation or nonprofit consulting services must be determined through competitive bidding.
 - Agencies may not request accounting, auditing, or bookkeeping services furnished through an independently-employed individual, unless the agency expends more than \$500,000 in federal funds during its fiscal year. If

allowable, these services may not exceed \$81.25/hour or \$650/day. Reimbursement for these services will be pro-rated across all federal funding services.

- Costs for office rent and utilities are allowable if they are justified and if the agency provides a statement of comparable rates in the area. These costs will be pro-rated for grant-funded staff. Liability costs (such as malpractice insurance) are similarly allowable under these conditions. Subgrantees seeking to recover rent costs must furnish a copy of their lease agreement.

Subgrant Expenditure Reports (SERs)

A subgrantee may submit a request for reimbursement on either a quarterly or monthly basis. Below are the due dates for either quarterly or monthly subgrant expenditure reports. CJCC staff do their best to approve and submit all SERs for payment to GBI within 14 days of receipt. This turn-around time strongly depends on whether the subgrantee has provided all the necessary documentation with their SER and is current with their programmatic reports. **Late programmatic reports or incomplete documentation will delay SER processing.**

Quarterly	30 days after Quarter end date	Ex.: January 1-March 31 Due: April 30
Monthly	15 days after Month end date	Ex.: January 1-January 31 Due: February 15

(1) Helpful Hints for Successful Approval of SERs

- ✓ For your SER to be approved, you **must have all your programmatic reports** (i.e. VSSR) submitted on time. For example, if you request reimbursement on a quarterly basis, and you are requesting payment for grant activities from April 1-June 30, your first Quarter VSSR (due April 30) must be received before you are reimbursed. **Delinquent or incorrect reports will result in delayed reimbursements.**
- ✓ Ensure your SER is on the correct form. You can access this form on [CJCC's website](#). Be sure to use the "VOCA Reporting SER Form."
- ✓ Ensure your authorized grant official has signed these forms. For local government agencies such as District Attorney Offices, this should be your **Board Commission Chair**; for nonprofit organizations, this should be your **Board Chair**. **NOTE:** The authorized grant official can delegate signing authority once he/she signs and submits all award package documents. To delegate this authority, the authorized signatory should submit a **signed** letter on official letterhead to your agency's assigned Grants Auditor or Specialist stating the following:

"I _____, [Chairman of the Board of Commissions/Board Chair of XYZ Nonprofit] authorize [Name] _____, [Title] _____ to sign any

future forms and documents pertaining to subgrant #_____."

✓ Be sure to include any supporting documentation with your SER. These include:

- Travel Logs – applicable if you are requesting reimbursement for in- or out-of-state travel. Travel logs should include miles traveled if using your personal or company vehicle. Use the "[Travel Expense Statement](#)" under Grants>>Forms & Publications>>Expenditure Reporting Forms to submit this information.
- Volunteer Timesheets – If you are using volunteer hours as match, you must submit these with your VSSR. You must also have a Volunteer Contract on file with CJCC for each volunteer whose time you are claiming as match. Sample contracts can be downloaded on [CJCC's Website](#) from the Grants>>Forms & Publications>>Applications and Awards Documents.
- Invoices – if you are requesting payment for contractor services or equipment costs, please include an invoice verifying the expenses and showing the work performed in the case of contractor services.

✓ *Prior Approval is required for training and printing expenses.*

- Training: External Training Events or Conferences

If you wish to send your staff to training events or conferences sponsored by other organizations, you must submit an agenda detailing the contents of the training **30 days prior** to paying for the registration. These requests must be sent to your assigned Grants Auditor or Specialist. Training should be germane to your project scope and should be primarily focused **on identifying, responding to, and helping** crime victims recover from the trauma of victimization.

What does CJCC mean by germane? For example, if you are funded to serve child abuse victims, you might attend training about therapeutic interventions for child sexual abuse victims. According to your VOCA special conditions, grant-funded staff must adhere to staff training core requirements according to the [core services](#) their agency offers. You may accomplish some of these hours through the Office for Victims of Crime's Training and Technical Assistance Center ([OVCTTAC](#)). **Training that focuses on crime or victimization prevention strategies is not allowable.**

- Printed Materials

As stated in your special conditions, you must request approval **30 days** prior to sending any publication to print or paying for any publication from an outside provider with VOCA funds. The most commonly encountered issue with respect to paying for publications is that the proposed material is overly focused on prevention. If the publication is overly focused on prevention strategies it is unallowable. If you would like CJCC to pay for a publication that contains a

substantial amount of prevention information, we may be able only to pay for the portion of the publication that does not include the prevention message. Remember, **publications should focus on alerting victims about the nature of crime, the mechanics of the criminal justice system and the services available to help them.** These requests must be sent to your assigned Grants Auditor or Specialist.

If CJCC approves part of a publication for printing or distribution, you must include the following disclaimer language somewhere on the publication (even if the publication was purchased from another provider):

“Certain portions of this project are supported by VOCA Sub-Award No. _____ administered by the Criminal Justice Coordinating Council and awarded by the Office for Victims of Crime. The opinions, findings, conclusions, and recommendations expressed on page(s) _____ of this publication does/do not necessarily reflect the views of the Department of Justice, Office of Justice Programs, Office for Victims of Crime. Page(s) ____ of this project is/are beyond the scope of the Victims of Crime Act Program, under which the above award was made, and thus was not funded with award no. _____.”

Also remember that any materials your agency prints that are fully paid for with VOCA funds must contain the following acknowledgement language:

“This project is supported by VOCA Sub-Award No. _____ administered by the Criminal Justice Coordinating Council and awarded by the Office for Victims of Crime. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office of Justice Programs, Office for Victims of Crime or the Criminal Justice Coordinating Council.”

Printed Materials that Contain Religious Language

CJCC proudly funds various faith-based organizations to serve crime victims in Georgia. However, pursuant to the U.S. Department of Justice’s regulations, Equal Treatment for Faith-Based Organizations (Equal Treatment Regulations), 28 C.F.R. pt. 38, faith-based organizations cannot discriminate in service provision based on religion, nor can they use federal funds for inherently religious activities.

Publications that contain religious language related to an agency’s mission, vision, or goals should include the following disclaimer:

- ✓ “While [Organization Name] is a [Religious Affiliation]-based organization, it does not use federal financial assistance for explicitly religious activities. [Organization Name] provides services to crime

victims regardless of the victim's religious affiliation and does not require victims to participate in religious activities as a condition of receiving services."

- ✓ Ensure all expenses listed on your SER were incurred during the current grant period. **Expenses incurred either before or after the grant period started will be disallowed** per the OJP Financial Guidelines (Part III - Chapter 2: Period of Availability of Funds, Obligation of Funds).
- Subgrantees have between 15-30 days *after the end of a grant period* (depending on whether they report quarterly or monthly) to submit an SER with final expenses. *All expenses incurred during the last quarter or month of the grant period should be listed on this SER, regardless of whether the agency has completely paid for them.* For example, if your agency purchases a computer as specified in your budget in the last month of the grant award but intends to pay for the computer on arrival, you must include this incurred expense on your last SER to be reimbursed.

Subgrant Adjustment Requests (SARs)

Subgrantees must use subgrant adjustment requests to alert their Auditor/Examiner or Grant Specialist about any substantive changes related to their grants. Included in your agency's award packet was a subgrant adjustment request form that you must complete and return along with a detailed budget. Your assigned Auditor or Specialist will email you a new SAR form each time they process a previous SAR for you. Like SER forms, this file **cannot** be downloaded from the website and can only be obtained through your assigned Auditor or Specialist.

SARs should be submitted to alert CJCC about any of the following changes to your grant:

- ✓ A change in the Authorized Signature for the grant;
- ✓ A change in the contact information for the Agency Point of Contact
 - NOTE: This is **very important**. We have received emails from frustrated subgrantees or former employees alerting us that we are still sending them grant information when they are no longer employed with an agency. To avoid this, please be sure to submit an SAR whenever your Agency Point of Contact changes. We **will not** change point of contact information based on an email alert or phone call.
- ✓ Changes in budget allocations;
 - All changes to budget allocations must be pertinent to the original project scope. If the budget reallocation request results in a substantial change in your program's scope, it may be disallowed. For example, if you have experienced turnover in personnel and would like to move money from personnel to equipment to purchase a new computer or software system, CJCC may question your request for additional computers, given that you

- have fewer personnel.
- All budget allocation changes must be submitted **sixty (60) days prior** to the grant period end (i.e. by August 1 for most VOCA grants). Any SARs requesting changes to budget allocations received after the 60th day **will not** be approved. **NOTE:** All budget reallocation SARs must be submitted prior to the last sixty (60) days of the grant period and all expenses included in an SAR must be **anticipated** expenses to be incurred within those last 60 days. CJCC **will not** reimburse subgrantees for unapproved expenses incurred prior to the submission of this final budget reallocation SAR.
- ✓ Changes in program scope or activities.

NOTE: All SARs (except for final budget reallocations) must be submitted for any change **30 days prior** to that change taking effect. If you know that a staff member is leaving the organization or that the grant point of contact will change, please alert CJCC 30 days prior to this change so that staff can ensure the new point of contact receives proper technical assistance to manage your VOCA grant.

Compliance Monitoring Activities and Other Requirements

As part of its grant monitoring functions, CJCC is required to perform compliance monitoring activities of its subgrantees on at least a biennial basis. There are two types of compliance monitoring activities that CJCC conducts. Site visits give CJCC the opportunity to see all our subgrantees' important work up close, meet the program staff and tour the facility after reviewing all grant-related documents. Desk reviews occur when CJCC staff review all grant-related documents at CJCC and conduct conference calls with the agency's personnel. Generally, CJCC determines if an agency is due for a site visit or a desk review based on either on a risk assessment of subgrantee financial and programmatic viability, subgrantee requests for technical assistance, or a request from CJCC's governing Council.

CJCC staff will alert the subgrantee about an upcoming site visit or desk review at least 2 weeks prior to the visit. The subgrantee's authorized official will receive an announcement letter and document preparation checklists that they must complete prior to the visit. The agency's Executive Director will also receive this communication.

Below is a list of record-keeping requirements that will make your site visit a success and keep your agency in compliance with the guidelines in the federal circulars cited above:

- ✓ Maintain all records related to a subgrant for 3 years after the grant is closed. The clock for record-keeping for a particular grant starts the from the date of notification that the grant has been closed fiscally and programmatically;
- ✓ Keep all receipts related to any supplies or equipment purchases made with grant funds;
- ✓ Maintain an inventory list of all equipment and the grant funds used to pay for each;
- ✓ Ensure you have timesheets for all grant-funded personnel during the grant period;
 - Timesheets should capture the number of hours worked, the grant to which

the hours are assigned, and the activities performed on the grant.

- ✓ Ensure you have policies and procedures that separate accounting duties within your organization;
- ✓ Ensure you have an Equal Employment Opportunity Plan, that you have filed this with the Office of Civil Rights (if applicable) or that you have filed a federal [Certification Form](#). Refer to Section “A” of this form to determine if your agency is exempt or go to the Office of Justice Program’s Office of Civil Rights [website](#).
- ✓ Keep copies of invoices for contractors listed on the grant and a copy of the contract between your agency and the contractor.
- ✓ Ensure your accounting system is able separate the expenses and revenue for each of your subgrants from other general expenses and revenue or those associated with other grants;
- ✓ Ensure you have non-discrimination policies for service provision and that these policies are made available to clients and employees (described below.)

CJCC staff will review all of these documents, your accounting system, your personnel policies and procedures and a random selection of receipts and other documentation during the site visit or desk review. Staff will also address any programmatic reporting or other issues with which your agency may need technical assistance. For more information and helpful resources, please see the [Compliance Monitoring](#) page at cjcc.georgia.gov.

Non-Discrimination in Service Provision

As recipients of federal funds, all subgrantees are subject to the following federal non-discrimination laws:

- ✓ Title VI of the Civil Rights Act of 1964 - 42 USC § 2000d;
- ✓ Section 504 of the Rehabilitation Act of 1973 - 29 USC §794;
- ✓ The Omnibus Crime Control and Safe Streets Act of 1968 - 42 U.S.C. § 3789d(c)(1);
- ✓ Title II of the Americans with Disabilities Act - 42 U.S.C. § 12132;
- ✓ Title IX of the Education Amendments of 1972 - 20 USC § 1681 (applicable to all subgrantees that conduct training);
- ✓ The Age Discrimination Act of 1975 - 42 USC § 6101; and,
- ✓ Equal Treatment for Faith-Based Organizations - 28 C.F.R. Part 38 (prohibits discrimination based on religious affiliation during service delivery).

Information about these laws can be found on the Department of Justice, Office of Civil Rights [website](#). Generally, to be compliant with these laws, subgrantees may not discriminate on the basis of sex, national origin, immigration status, religion, race, color, disability status, or age when providing services. Clients who feel they have been discriminated against may file a complaint with CJCC or the Office of Civil Rights. If a finding of discrimination is made against your agency, you must file these findings with the Office of Civil Rights and send a copy to CJCC.

To ensure your agency is providing the best possible services to all persons in your

community, you should have a nondiscrimination policy for service provision. Disseminate the policy widely amongst your employees and clients seeking your services. An easy way to ensure all victims you serve are made aware of this policy is to include the language below in any publications or brochure about your agency that you distribute:

“The _____ Program does not discriminate against individuals or groups on the basis of race, color, national origin, religion, sex, immigration status, or disability. If you believe you have been the target of discrimination, you have the right to file a civil rights complaint. Information on how to file a civil rights complaint can be found on the Office of Justice Programs website: <http://www.ojp.usdoj.gov/about/ocr/complaint.htm>. Adverse findings must also be sent to the Criminal Justice Coordinating Council by calling 404-657-1956 or mailing the finding to 104 Marietta St NW, Suite 440, Atlanta, GA 30303.”

Finally, all subgrantees must be prepared to make reasonable accommodations for persons seeking services who are either limited English proficient (LEP) or disabled to be compliant with the above nondiscrimination laws. For information and resources for providing services to LEP or disabled individuals, visit LEP.gov or Georgia’s [Americans with Disabilities Act Coordinator’s Office](#). You may also contact CJCC for technical assistance with questions or concerns.

Technical Assistance Resources

CJCC Technical Assistance

CJCC staff is committed to providing all subgrantees the best subject matter and financial technical assistance possible. You can request tailored Training and Technical Assistance at [CJCC’s website](#). Staff will contact your agency to schedule a conference call or in-person session to meet your agency’s specific needs.

For ad hoc technical assistance related to programmatic reports or concerns or fiscal reports please contact the following staff members:

Financial Reports and Requirements:

Ayanna Campbell Williams, Grants Specialist
Ayanna.Campbell@cjcc.ga.gov
404.657.1976

Tonya Jenkins, Grants Specialist
Tonya.Jenkins@cjcc.georgia.gov
404.657.1998

Monique Stevenson, Auditor/Examiner
Monique.Stevenson@cjcc.ga.gov
404.657.2231

Liz Carignan, Auditor/Examiner
Liz.Carignan@cjcc.ga.gov
404-657-1976

Tiffany Williams, Auditor/Examiner
Tiffany.Williams@cjcc.ga.gov
404-657-2081

Jonathan Peart, Lead Grants Specialist
Peart.Jonathan@cjcc.ga.gov
404.657.1973

Programmatic Reports and Applications:

Betty Barnard, Planning & Policy Development Specialist
Betty.Barnard@cjcc.ga.gov
404.654.5691

Danyelle Thomas, Operations Analyst *(for technical issues with the VSSR or OPM)*
Dionna.Thomas@cjcc.ga.gov
404.654.5695

Below are some websites subgrantees may find useful to the programmatic or fiscal management of their VOCA grant.*

Georgia-Specific Technical Assistance Providers

Child Advocacy Centers of Georgia ([CACGA](#))

Georgia Coalition Against Domestic Violence ([GCADV](#))

Georgia Commission on Family Violence ([GCFV](#))

Georgia Court Appointed Special Advocates ([GACASA](#))

Georgia Network to End Sexual Assault ([GNESA](#))

Prosecuting Attorney's Council of Georgia ([PAC](#))

National Technical Assistance Resources

(1) Fiscal Grant Management:

Office of Justice Programs, [2013 Financial Guide](#);

**NOTE: The opinions or facts expressed in these websites do not represent those of CJCC or its staff.*

Government Auditing Standards, [2003 Revision](#)
Federal Accounting Standards Advisory Board, [Generally Accepted Accounting Principles](#)

(2) Some National Best Practices and Technical Assistance Websites

- Office for Victims of Crime, Training and Technical Assistance Center ([OVCTTAC](#)).
- National Center for Victims of Crime ([NCVC](#))
- [National Children's Alliance](#)
- National Coalition Against Domestic Violence ([NCADV](#))
- National Network to End Domestic Violence ([NNEDV](#))
- National Sexual Violence Resource Center ([NSRVC](#))
- [National Stalking Resource Center](#)
- Rape, Abuse, Incest, National Network ([RAINN](#))
- [Identity Theft Resource Center](#)

APPENDIX 1: 2014 Request for Applications

NATHAN DEAL
GOVERNOR



JACQUELINE BUNN
EXECUTIVE DIRECTOR

The Criminal Justice Coordinating Council (CJCC) is pleased to announce that it is seeking continuation applications for funding under the Victims of Crime Act (VOCA) Grant Program.

Victims of Crime Act (VOCA) Grant Program 2014 Request for Applications

CFDA 16.575

Eligibility

Continuation Funding Only

Applicants are limited to Victim Service agencies located in Georgia that received 2013 competitive VOCA awards, and whose mission is to provide services to crime victims, particularly of violent crime, and are operated by a public agency, a nonprofit organization, or a combination of such agencies or organizations.

Applicant agencies **should** be certified and eligible to receive Local Victim Assistance (LVAP) 5% funds. Agencies without certification may apply for funding; however, if funding is awarded the agency will have to complete certification requirements prior to drawing down funds.

Deadline

Applications are due at 11:59 p.m. on Saturday, May 31, 2014

Award Period

October 1, 2014-September 30, 2015

Contact Information

For assistance with the requirements of this solicitation, contact:

Shontel Wright at 404-657-1961 or Shontel.Wright@cjcc.ga.gov
Betty Barnard at 404-654-5691 or Betty.Barnard@cjcc.ga.gov

In accordance with the Americans with Disabilities Act, the State will provide reasonable accommodation for persons with disabilities. If you need a reasonable accommodation, please contact CJCC at 404-567-1956 or TTY: 404-463-7650.

Release Date: May 2, 2014

Victims of Crime Act (VOCA) Grant Program 2014 Request for Applications

Criminal Justice Coordinating Council

The Criminal Justice Coordinating Council (CJCC) is designated by the Governor of Georgia as the State Administering Agency for criminal justice and victims' assistance programs. Created by the General Assembly (O.C.G.A. § 35-6A-2), the Council is comprised of twenty-four members representing various components of the criminal justice system. CJCC is charged with fiscal and programmatic oversight of the Victims of Crime Grant Program.

The Criminal Justice Coordinating Council (CJCC) is soliciting applications for the VOCA Grant Program. Agencies must submit an application to be considered for funding from the VOCA Grant Programs. Agencies are encouraged to read this entire RFA thoroughly before preparing and submitting their grant application. This application is open to all agencies meeting eligibility guidelines for the VOCA program; decisions about grant awards will be determined through a continuation process.

Overview

The VOCA Formula Grant Program, created under the 1984 Victims of Crime Act, provides federal funding to support victim assistance and compensation programs, to provide training for diverse professionals who work with victims, to develop projects to enhance victims' rights and services, and to undertake public education and awareness activities on behalf of crime victims. The Office for Victims of Crime (OVC) was created by the U.S. Department of Justice in 1983 and formally established by Congress in 1988 through an amendment to the Victims of Crime Act of 1984 (VOCA). OVC provides federal funds to support victim assistance and compensation programs around the country. The Crime Victims' Fund is the source of funding for these programs. Millions of dollars are deposited into the Crime Victims' Fund annually from criminal fines, forfeited bail bonds, penalties, and special assessments collected by U.S. Attorneys' Offices, federal U.S. courts, and the Federal Bureau of Prisons. To date, Crime Victims' Fund dollars have always come from offenders convicted of federal crimes, not from taxpayers.

The amount of money deposited into the Fund has fluctuated from year to year. In FY 2000, Congress placed a cap on the Crime Victims' Fund limiting the total amount of dollars that can be awarded each year to insure a steady flow of funding through years with high and low collections. The actual amount of funding available for VOCA grant programs is determined each year during the appropriations process. According to the VOCA Program Guidelines, services are defined as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after victimization; (3) help victims understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety and security. For the purpose of the VOCA crime victim assistance grant program, a crime victim is a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime. **Funding cannot be used for the investigation of crimes or collection of evidence to further the prosecution of crimes.**

States have sole discretion to determine which organizations will receive funds, and in what amounts, as long as the recipients meet the requirements of VOCA and the Program Guidelines. In addition to organizing and overseeing the distribution of funds CJCC monitors subgrantees' fiscal and program performance, and submits required progress reports to the Office for Victims of Crime.

Under the VOCA Program Guidelines, funding priority is given to programs serving victims of sexual assault, domestic violence, and child abuse. At least 30 percent of each year's formula grant must be allocated to sexual assault, domestic violence, and child abuse services, 10% for each category. An additional 10% must also be allocated to victims of violent or property crime who are "previously underserved," which indicates that the particular victim population historically or currently has not had access to or been provided with specialized or adequate services. In Georgia, "previously underserved" victims include: elder abuse victims, identity theft and fraud victims, survivors of homicide victims, and male assault victims.

A. Eligibility

Awards are limited to 2013 Competitive Award recipient organizations that provide services to crime victims and are operated by a public agency, a nonprofit organization, or a combination of such agencies or organizations. **Please note that the Criminal Justice Coordinating Council has not approved individual allocation amounts for this solicitation. Any award made pursuant to this solicitation is dependent upon the receipt and availability of federal grant awards and any requirements/conditions attached thereto.**

Eligible organizations include victim services organizations whose sole mission is to provide services to crime victims. These organizations include, but are not limited to, sexual assault and rape treatment centers; domestic violence programs and shelters; child abuse programs; centers for missing children; mental health services; and other community-based victim coalitions and support organizations. Definitions for commonly funded agency and program types may be found in the appendix. **Note:** The program types and core services listed in the appendix are not exhaustive of every type of agency in the state serving crime victims.

In addition to victim service organizations whose sole purpose is to serve crime victims, many other public and non-profit organizations have components which offer services to crime victims. These organizations are eligible to receive VOCA funds if the funds are used to expand or enhance the delivery of crime victims' services. These organizations include, but are not limited to, the following:

- **Criminal Justice Agencies** – Law enforcement agencies, prosecutors' offices, courts, corrections departments, and probation and paroling authorities are eligible to receive VOCA funds to help pay for victims' services.
- **Religiously-Affiliated Organizations** – Organizations receiving VOCA funds must ensure that services are offered to all crime victims without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event. Faith-based and community organizations will be considered for awards as are other eligible applicants, and if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, or religious name. Faith-based and community organizations are required to abide by the same regulations and requirements specifically associated with the program under which they are awarded a grant, as any other agency awarded funding.

- **Hospitals and Emergency Medical Facilities** - Organizations must offer crisis counseling, support groups, and /or other types of victim services.
- **Others** – State and local public agencies such as mental health service organizations, state and/or local public child and adult protective services, state grantees, legal service agencies and programs with a demonstrated history of advocacy on behalf of domestic violence victims, and public housing authorities that have components specifically trained to serve crime victims.

Additional Specific Eligibility Requirements

VOCA established eligibility criteria that must be met by all organizations that receive VOCA funds. These funds are to be awarded to applicants only for providing services to victims of crime through their staff. Each applicant organization shall meet the following requirements:

- **Public or non-profit organization** – To be eligible to receive VOCA funds, organizations must be operated by a public or private non-profit organization, or a combination of such organizations, and provide services to crime victims.
- **Provide match** – All VOCA recipients must provide at least 20% cash or in-kind match from non-federal sources to the federal amount awarded, of which at least 25% must come from allowable volunteer services. Please see p. 6 for additional information on match requirements.
- **Record of effective services** – Demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community, and a history of providing direct services in a cost effective manner and financial support from other sources. For a glossary of terms and services, please refer to the [2014 VSSR Guide](#).
- **Promote community efforts to aid crime victims** - Promote community-based coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on state, federal, local, or Native American task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams. Coordination efforts also include developing written agreements that contribute to better and more comprehensive services to crime victims.
Coordination efforts qualify an organization to receive VOCA victim assistance funds but are not activities that can be supported with VOCA funds.
- **Help victims apply for compensation benefits** - Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with the application forms and procedures, obtaining necessary documentation, and/or checking on claim status.
- **Comply with federal rules regulating grants** - Applicants must comply with the applicable provisions of VOCA, the Program Guidelines, and the requirements of the OJP Financial Guide, effective edition (<http://www.ojp.usdoj.gov/FinGuide/>), which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. This includes financial documentation for disbursements, daily time and attendance records specifying time devoted to allowable VOCA victim services, client files, the portion of the project supplied by other sources of revenue, job descriptions, contracts for service, and other records which facilitate an effective audit.
- **Comply with CJCC grant requirements** – Agencies must adhere to financial and programmatic guidelines; comply with deadlines; and provide all information to CJCC as requested in a timely fashion.
- **Services to victims of federal crimes** - Applicants must provide services to victims of federal crimes on the same basis as victims of state and/or local crimes.

- **Promote victim safety** – CJCC prohibits activities that compromise victim safety, such as requiring victims to meet with offenders.
- **No charges to victims for VOCA-funded services** - Applicants must provide services to crime victims, at no charge, through the VOCA-funded project.
- **Maintain confidentiality** – Eligible agencies must have policies and procedures in place that safeguard the confidentiality of all victim records, contact information, personally identifying information, and other information considered sensitive. These measures must be consistent with applicable Federal, state and local laws regarding privacy and confidentiality.
- **5% Certification and Eligibility** – Applicant agencies **should** be certified and eligible to receive 5% funds. Agencies without certification may apply for funding; however, if funding is awarded the agency will have to complete certification requirements prior to drawing down funds.

B. Reporting Requirements

CJCC requires that grantees comply with and fully participate in the financial and programmatic reporting for this grant program.

Quarterly Progress Reports: All VOCA grant recipients will be required to submit reports on their program outputs supported by VOCA funding on a quarterly basis. VOCA victim service programs must complete the Victim Services Statistical Report (VSSR) which details the number of victims (new and existing) served by type of victimization, and number of services delivered by type of service. VOCA victim-service subgrant recipients must collect data according to the categories of the VSSR. Victimization and service definitions are provided in the [2014 VSSR Guide](#), which is posted on CJCC’s website. All statistical reports are due 30 days following the end of the quarter.

VSSR QUARTERLY PROGRESS REPORTS	
REPORTING PERIOD	DUE ON OR BEFORE THE FOLLOWING DATES
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30

All statistical reports must be submitted electronically using CJCC’s online reporting tool. Recipients will receive the link for the reporting tool, along with a username and password to complete their report, on a quarterly basis. Failure to submit these output reports in a timely manner will significantly delay any Subgrant Expenditure Reimbursements (SERs) submitted within the grant period. Continued delays will result in a staff recommendation to reduce noncompliant agencies’ award amounts.

Semi-Annual Outcome Reports: All VOCA grant recipients must use the survey instruments (revised October 2012) on the CJCC’s website to submit reports on their program outcomes. The instruments are

categorized by the type of victim an agency serves. VOCA recipients must follow the updated version of the [Outcome Performance Measurement Guide](#). The [surveys](#) are available on the CJCC website, along with Excel spreadsheets to compile and aggregate data from individual clients.

Outcome performance data is reported twice per year. Because the outcome survey should be provided to all clients, regardless of whether their services were supported by VOCA funding, the due dates and reporting periods do not correspond to the VOCA grant year. Outcome performance reporting dates for ALL victim services subgrant recipients are as follows:

OUTCOME PERFORMANCE MEASURES	
REPORTING PERIOD	DUE ON OR BEFORE THE FOLLOWING DATES
November 1 – April 30	May 30
May 1 – October 30	November 30

Failure to submit these outcome reports in a timely manner will significantly delay any SERs submitted within the grant period. Continued delays will result in a staff recommendation to reduce noncompliant agencies' award amounts.

Monthly or Quarterly Subgrant Expenditure Requests: Upon accepting the award, each agency is required to indicate whether it agrees to submitting Monthly or Quarterly SERs to CJCC. Monthly SERs are due on the 15th day of the month immediately following the month in which expenses were incurred; i.e., an SER for expenses incurred in January is due by February 15. Quarterly SERs are due on the following dates for the corresponding financial reporting periods:

QUARTERLY SERs	
FINANCIAL REPORTING PERIOD	DUE ON OR BEFORE THE FOLLOWING DATES
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30

Failure to submit these financial reports in a timely manner will significantly delay any SERs submitted within the grant period. Continued delays will result in a staff recommendation to reduce noncompliant agencies' award amounts.

C. Other Requirements

Program Match Requirement

The purpose of matching contributions is to increase the amount of resources available to the projects supported by grant funds. Matching contributions of 20 percent (cash or in-kind) of the total costs of each VOCA project (VOCA grant funds plus match) are required and must be derived from non-federal sources. *All funds designated as match are restricted to the same uses as the VOCA victim assistance funds and must be expended within the grant period.* Match must be provided on a project-by-project basis. Please see the subsequent pages for the formula used to calculate match relative to the project's budget.

For the purpose of this program, in-kind match may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, or the monetary value of time contributed by professionals and technical personnel and other skilled and unskilled labor, if the services they provide are an integral and necessary part of a funded project. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the applicant's organization. If the required skills are not found in the applicant's organization, the rate of compensation must be consistent with the labor market. In either case, fringe benefits may be included in the valuation. The value placed on loaned or donated equipment may not exceed its fair market value. The value of donated space may not exceed the fair rental value of comparable space established by an independent appraisal of comparable space and facilities in privately owned buildings in the same locality.

Subgrantees must maintain records that clearly show the source, the amount, and the period during which the match was allocated. The basis for determining the value of materials, equipment, and space must be documented. Volunteer services used as match must be documented and supported by the same methods used for VOCA funded employees.

All matching contributions must be:

- Verifiable from the Subgrantee's records
- Not included as a contribution for any other Federal Funds
- Necessary and reasonable to accomplish the project's goals
- Allowable charges
- Not paid by the applicant from Federal or State funds received under another assistance agreement
- Included in the budget approved by CJCC
- In accordance with all other Federal and State requirements

Volunteers

Applicant organizations must use volunteers unless CJCC determines there is a compelling reason to waive this requirement. A "compelling reason" may be a statutory or contractual provision concerning liability or confidentiality of counselor/victim information, which bars using volunteers for certain positions, or the inability to recruit and maintain volunteers after a sustained and aggressive effort. **Note:** 25% of the overall 20% match is required for volunteer in-kind match. Applicants seeking a waiver from this requirement because they are unable to recruit or maintain volunteers will have to document and demonstrate the efforts they undertook to find volunteers.

Fiscal Accountability

Commingling of funds on either a program-by-program or project-by-project basis is prohibited.

The subrecipient's accounting system must maintain a clear audit trail for each source of funding for each fiscal budget period and include the following:

- a) Separate accountability of receipts, expenditures, disbursements and balances. CJCC recommends creating an account in your accounting system for each grant using the grant number provided by CJCC.
- b) Itemized records supporting all grant receipts, expenditures and match contributions in sufficient detail to show exact nature of activity.
- c) Data and information for each expenditure and match contribution with proper reference to a supporting voucher or bill properly approved.
- d) Hourly timesheets describing work activity, signed by the employee and supervisor, to document hours personnel worked on grant related activities. Match hours must be documented in same manner.
- e) Maintenance of payroll authorizations and vouchers.
- f) Maintenance of records supporting charges for fringe benefits.
- g) Maintenance of inventory records for equipment purchased, rented, and contributed.
- h) Maintenance of billing records for consumable supplies (i.e., paper, printing) purchased.
- i) Provisions for payment by check.
- j) Maintenance of travel records (i.e., mileage logs, gas receipts).
- k) Lease Agreements, contracts services, and purchases of equipment that adhere to established procurement processes.

Office of Civil Rights

Pursuant to 28 C.F.R. Section 42.302 all recipients of federal funds must be in compliance with EEOP and Civil Rights requirements. All programs that receive VOCA funds or are subawarded VOCA funds via program agreements are required to conform to the grant program requirements. If there is a violation to this it may result in suspension or termination of funding, until such time as the recipient is in compliance. Information on required Civil Rights trainings can be found at <http://ojp.gov/about/ocr/assistance.htm>.

Nondiscrimination

Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits. Findings of discrimination must be submitted to the Office for Civil Rights and to CJCC.

Limited English Proficiency (LEP) Individuals

In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency. For more information access <http://www.lep.gov>.

Equal Employment Opportunity Plans

The applicant agency must meet the requirements of 28 CFR 42.301 et seq., Equal Employment Opportunity Plans (EEOP). The plan must cover the grant period specified in the application. If your agency needs technical assistance in preparing an Equal Employment Opportunity Plan, please contact the Office for Civil Rights Compliance Specialist, Office of Justice Programs, Washington, D.C., (202) 307-0690.

Grant Acceptance/Request for Funds

To accept the grant award, each applicant must return all award documents and all required forms with original signatures within 45 calendar days of the award date. The applicant will be unable to request funds until all required documents are returned to the CJCC office.

Special Conditions

At the time of the subgrant award, CJCC will assign special conditions for each approved project. Each subgrantee should refer to their award packet for their special conditions. Applicants agree to comply with all the guidelines set forth by the Criminal Justice Coordinating Council. These guidelines can be found in the [Subgrantee Programmatic and Fiscal Compliance Policy](#) on CJCC's website. Any programmatic and fiscal non-compliance may result in a reduction of the award.

Other

Applicants must comply with all forms, assurances, and certifications attached to this RFA. This includes maintaining a DUNS number, EIN, active registration with the System for Award Management (SAM), and other federal forms as requested by CJCC in the award packet.

D. Application Submission Instructions

Applications must be submitted online via Adobe forms at https://adobeformscentral.com/?f=q7jKHm4VTWdKJwK**KAogA. Agencies with more than one 2013 VOCA award **must** submit an application for each grant number to receive continuation funding for that award. Applicants will not be able to log out or log back in once the application is started. CJCC recommends that each applicant compile all information requested in this RFP before beginning the online application, and allowing 2-3 hours for completion.

Applicants who experience technical difficulties or emergency circumstances should contact Shontel Wright immediately at Shontel.Wright@cjcc.ga.gov or 404.657.1961 to request an extension or alternate method of applying.

Applications must be submitted by 11:59pm on Saturday, May 31, 2014. There is no commitment on the part of CJCC to fund an application or to fund it at the amount requested.

All line items within the budget are subject to review and approval. Decisions related to these budget line items are based on allowability, justification and reasonableness.

The application must be completed and submitted in accordance with RFP guidelines for submission or the proposal may be disqualified. Applications for funding will undergo reviews by CJCC staff, the Victim Assistance Grants Committee, and the Council. At any point during these reviews, a decision not to fund a project or any part thereof may be made. These decisions are within the complete discretion of CJCC.

Basic Information

The first section includes basic information about the applicant agency and its main points of contact for the application. You will also be asked to enter your 2013 VOCA grant number. This seven-digit grant number must be in the format C13-8-999 and will begin with C11-8, C12-8, or C13-8. Failure to indicate your correct grant number may result in a miscategorization of an application and a delay in funds. Remember, if your agency has more than one VOCA award, you must apply for continuation funding separately using each grant number.

Project Narrative

A. Project Information

Please title your project and include the federal and match award amounts.

B. Service Area and Congressional District

Indicate the counties served during 2013 and the Congressional District(s) served by the project. Agencies can look up Congressional Districts at <https://www.govtrack.us/congress/members/GA>.

C. Project Description

In this section, explain the target population for the project. Include the geographic area targeted, the number of people to be targeted, and the relevant characteristics of those people. Also provide a brief description of your agency. Next, describe the VOCA-funded project activities, goals and services offered. Describe the need for your VOCA-funded activities. Indicate whether or not your project will have changes in scope, activities or services from the previous grant year if applicable.

In the next section, indicate how many full-time equivalent (FTE) positions you intend to fund with the VOCA award. Please prorate staff time to reflect time spent on VOCA-funded activities. Next, indicate information on any Multi-disciplinary Team efforts. Finally, please indicate the languages in which your VOCA-funded staff members are proficient.

D. Project Activities

Indicate the VOCA-funded project's adherence to authorized purpose areas, use of funds, number of paid and volunteer staff, and ways that the VOCA-funded program meets the priority and underserved allocation requirements. You will also enter the agency type, budget information, type of victimizations served and services provided, in addition to your agency's core services type.

1. Authorized Purpose Areas:

- ☐ Start up a new victim services project
- ☐ Continue a VOCA funded victim project funded in a previous year
- ☐ Expand or enhance an existing project funded by VOCA in the previous year

2. These VOCA Funds will primarily be used to (check one):

- ☐ Expand services into a new geographic area
- ☐ Offer new types of services
- ☐ Serve additional victim populations
 - ☐ Continue existing services to crime victims
- ☐ Other (Please explain): _____

3. For the proposed victim services program indicate:

- ☐ The number of paid staff _____ (full-time equivalents)
- ☐ The number of volunteer staff _____ (full-time equivalents)

Note: Only Volunteers providing direct services to crime victims should be counted.

4. Identify any and or all of the VOCA Subgrant Award that will be used to meet the priority and underserved requirements (please indicate both dollar amount and percentage of FEDERAL VOCA Funds utilized toward each category):

- Child Abuse \$ _____ / _____ %
- Domestic Violence \$ _____ / _____ %
- Sexual Assault \$ _____ / _____ %
- Underserved:
- DUI/DWI Crashes \$ _____ / _____ %
- Survivors of Homicide Victims \$ _____ / _____ %
- Assault \$ _____ / _____ %
- Adults Molested as Children \$ _____ / _____ %

- Elder Abuse \$ _____ / _____ %
- Robbery \$ _____ / _____ %
- Other Violent Crime \$ _____ / _____ %

5. Type of Implementing Agency (check the appropriate boxes):

- Criminal Justice – Government
- Law Enforcement VWAP
- Prosecution VWAP

- Non-Criminal Justice – Government
- Social Services
- Mental Health
- Public Housing
- Hospital
- Other (Please explain) _____
- Non-Profit Non-Governmental
- Hospital
- Rape Crisis
- Religious Organization
- Shelter
- Mental Health Agency
- Community-based Organization

- Other (Please Explain) _____

6. Please provide the total amount of funding allocated to victim services based on your agency's prior year and current fiscal year budget.

<i>Funding Source</i>	<i>Prior Year</i>	<i>Current Year</i>
• Federal (excluding VOCA)	\$ _____	\$ _____
• VOCA Funds	\$ _____	\$ _____
• State	\$ _____	\$ _____
• Local	\$ _____	\$ _____
• Other (Please explain) _____	\$ _____	\$ _____

7. Identify the victims to be served through this SASP-funded project by checking the type of crime(s):

- Child Physical Abuse
- Child Sexual Assault
- DUI/DWI Crashes
- Domestic Violence
- Adult Sexual Assault
- Elder Abuse
- Adults Molested as Children

- Survivors of Homicide Victims
- Robbery
- Assault
- Other Violent Crime (Please explain) _____
- Other (Please explain) _____

8. Check the services provided by this VOCA-funded project (VOCA Subgrant plus Match):

- Crisis Counseling
- Follow-up Contact
- Therapy
- Group Treatment
- Crisis Hotline Counseling
- Shelter/Safe House
- Information & Referral (In-Person)
- Criminal Justice Support/Advocacy
- Emergency Financial Assistance
- Emergency Legal Assistance
- Assistance in Filing Compensation Claims
- Personal Advocacy
- Telephone Contacts (Information & Referral)
- Other (Please explain) _____

9. Select your core service agency type:

- Court Appointed Special Advocates (CASA)
- Child Advocacy Center (CAC)
- Counseling Services
- Domestic Violence Program - Shelter
- Domestic Violence Program – Non-Shelter
- Legal Services
- Sexual Assault Center (SAC)
- Victim Witness Assistance Program (VWAP) – Law Enforcement
- Victim Witness Assistance Program (VWAP) – Prosecution
- Victim Witness Assistance Program (VWAP) – Community-based

10. Please list the languages spoken by program staff funded by this VAWA-funded project (including matching funds)

Budget

Applicants must attach a budget using either the [Budget Detail Worksheet](#). Staff will review the budget and provide feedback on whether line items are allowable, reasonable and justifiable.

The 2014 VOCA awards are only for continuation funding. The award amount received in 2013 should remain the same, pending availability of federal funds and compliance with programmatic and fiscal requirements imposed in your special conditions. Your budget should reflect the federal award amount

received in 2013¹. Please see the appendix for the list of 2013 awards by grant ID number, which details the agency's name, program type, and both federal and match amounts.

All projects must submit a minimum funding match of 20% through cash and/or in-kind contributions. The sources of the match must be identified in the budget section of the application. The VOCA guidelines require the use of volunteers to meet at least 25% of the required 20% match. Please note that *volunteer hours are valued by the CJCC at \$12.00 per hour*. Agencies may submit a written request for higher rates to CJCC in their award packet.

The requirements and limitations that apply to the use of federal funds also apply to the use of matching funds. Further, matching funds must be used only for the VOCA-funded project during the grant period to support the identified goals, objectives, and activities. That is, the matching funds cannot be used to support activities that are not concurrently supported by VOCA formula funds.

Formula for Match Calculation

- 1) Total Project Budget x Match Requirement Percentage = Match Requirement
- 2) Match Requirement Percentage x Volunteer Match Requirement Percentage = Volunteer Match Requirement
- 3) Total Project Budget – Match Requirement = Amount of Grant Request

Example 1: For a project with a total budget of \$100,000 and a 20% Match Requirement Percentage:

- 1) $\$100,000 \times 20\% = \$20,000$ (Match Requirement)
- 2) $\$20,000 \times 25\% = \$5,000$ (Volunteer Match Requirement)
- 3) $\$100,000 - \$20,000 = \$80,000$ (Grant Request/Federal Amount)

Program Income

The Department of Justice, Office of Justice Program, and Office for Victims of Crime allow the use of program income only to supplement project costs or reduce project costs to be refunded to the Federal government.

“Program income” is gross income earned during the funding period by the recipient as a direct result of the grant award. *As a general rule, the CJCC does not allow VOCA applicants to earn or use program income.*

Allowable and Unallowable Costs

A list of unallowable costs is provided in the appendix.

Supplantation

Funds must be used to supplement existing funds for program activities and cannot replace or supplant funds that have been appropriated for the same purpose.

Certification and Completion

Before you submit, review your application from start to finish to ensure you submit complete and accurate information. To finalize the application, please enter the name of the person submitting the

¹ *New programs had a 2013 VOCA start date of January 1, 2014 and an end date of September 30, 2014. Your federal amount was prorated to reflect a 9-month grant year. Your 2014 application for continuation funding should reflect a 12-month grant year and therefore a 25% increase in the federal award amount. Please contact Shontel Wright with additional questions.*

application and initials to certify completion. **Remember to submit the application** when you are finished with this section. If more than one application is submitted for the same grant number, CJCC will only accept the most recent application.

E. ATTACHMENTS

CJCC does not require attachments for the 2014 VOCA Application other than the budget. The required attachments listed below will be **included in each subgrantee's award packet** and must be completed in full in order to activate the grant. Please carefully read and follow the instructions on all forms.

- Designation of Grant Officials
- Standard Assurances
- Certifications Regarding Lobbying, Debarment, Suspension and other Responsibility Matters
- Disclosure of Lobbying Activities
- Audit Requirements
- Civil Rights Contact
- Special Conditions
- If applicable:
 - Non-profit applicants must submit a copy of their 501(c)(3) certificate
 - Non-profit applicants must submit an organizational chart for the entire program and job descriptions for all employees included in the proposed budget
 - Fully executed Memoranda of Understanding and support letters as they demonstrate collaboration and support among stakeholders
 - If grant funds are requested to pay for an IT network or computer system, proof that the system or network blocks pornography
 - Copies of contracts, personnel action forms, leases and other documentation to support line-item costs claimed on the grant

F. APPLICATION AND AWARD TIMELINE

CJCC strives for transparency in its VOCA application and award process. The working timeline for applications and awards is as follows:

<i>Milestone</i>	<i>Target Date</i>
<i>Release RFAs and open application</i>	<i>May 1, 2014</i>
<i>Application closes</i>	<i>May 31, 2014</i>
<i>CJCC staff review</i>	<i>June 1-30, 2014</i>
<i>Target dates for Committee and Council meetings</i>	<i>July 1-15, 2014</i>
<i>CJCC sends award packets to subgrantees</i>	<i>August 1, 2014</i>
<i>Award packets due to CJCC</i>	<i>September 15, 2014</i>
<i>Start of VOCA grant year</i>	<i>October 1, 2014</i>

Funding Decisions and Appeals

All funding decisions related to the VOCA grant program from this solicitation are based on the availability of funding and recommendations of the CJCC staff review panel to the Victim Assistance Grants Committee. The Committee votes to accept or deny staff recommendations, which are subject to the Council's approval.

The CJCC informs applicants of funding decisions through grant awards or denial letters. Applicants should not make assumptions regarding funding decisions until they have received official written notification of award or denial that is signed by CJCC's Executive Director. Applicants have the opportunity to **appeal the initial funding decision within fifteen business days of the date on which the denial notice was postmarked.**

G. APPLICATION WEBINARS AND TECHNICAL ASSISTANCE

CJCC staff will conduct an application webinar on the following date and time:

	VOCA
DATE	<i>Thursday, May 15, 2014</i>
TIME	<i>11am-1pm</i>

To sign up for a webinar, please click here to register:

<https://www1.gotomeeting.com/register/647133345>. Registration confirmation will be sent to the email specified. Webinars will cover both the RFA and the online application, and will conclude with a Q&A. The webinars will be recorded and available at cjcc.georgia.gov.

Applicants may also contact members of the Victim Assistance Unit for technical assistance. CJCC does not coach applicants or provide feedback on the quality of the proposed application. CJCC does provide feedback on whether or not financial or programmatic activities are allowable, reasonable and/or justifiable.

APPENDIX 2: Allowable and Unallowable Costs

Allowable Costs For Direct Service Providers

The following is a listing of services, activities and costs that are eligible for support with VOCA grant funds within an applicant's organization:

- **Immediate Health and Safety** - Those services which respond to the immediate emotional and physical needs (**excluding medical care**) of crime victims such as crisis intervention; accompaniment to hospitals for medical examinations; hotline counseling; emergency food, clothing, transportation, and shelter (including emergency, short term nursing home shelter for elder abuse victims for whom no other safe, short-term residence is available); and other emergency services that are intended to restore the victim's sense of security. This includes services which offer an immediate measure of safety to crime victims such as boarding-up broken window, and replacing or repairing locks. Also allowable is emergency legal assistance such as filing restraining orders and obtaining emergency custody/visitation rights when such actions are directly connected to family violence cases and are taken to ensure the health and safety of the victim.
- **Mental Health Assistance** - Those services and activities that assist the primary and secondary victims of crime in understanding the dynamics of victimization and in stabilizing their lives after a victimization such as counseling, group treatment, and therapy. "Therapy" refers to intensive professional psychological/psychiatric treatment for individuals, couples, and family members related to counseling to provide emotional support in crises arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.
- **Assistance with Participation in Criminal Justice Proceedings** - In addition to the cost of emergency legal services noted above, other costs associated with helping victims participate in the criminal justice system also are allowable. These services may include advocacy on behalf of crime victims; accompaniment to criminal justice offices and court; transportation to court; child care or respite care to enable a victim to attend court; notification of victims regarding trial dates, case disposition information, and parole consideration procedures; and assistance with victim impact statements. State administrators may also fund projects devoted to restitution advocacy on behalf of specific crime victims. **VOCA funds cannot be used to pay for non-emergency legal representation such as divorces or civil restitution recovery efforts.**
- **Costs Necessary and Essential to Providing Direct Services** - This includes pro-rated costs of rent, utilities (in certain situations, i.e. a shelter), transportation costs for victims to receive services, emergency transportation costs that enable a victim to participate in the criminal justice system and local travel expenses for service providers.
- **Special Services** - Services to assist crime victims with managing practical problems created by the victimization such as acting on behalf of the victim with other service providers, creditors, or employers; assisting the victim to recover property that is retained as evidence; assisting in filing for compensation benefits; and, helping to apply for public assistance.
- **Personnel Costs** - Costs that are directly related to providing direct services, such as staff salaries and fringe benefits, including malpractice insurance; the cost of advertising to recruit VOCA-funded personnel; and the cost of training paid and volunteer staff.

2. Other Allowable Costs and Services

The services, activities, and costs listed below are not generally considered direct crime victim services but often are necessary and essential activities to ensure that quality direct services are provided. Before these costs can be supported with VOCA funds, the applicant must certify that they have no other source of support for them; and that only limited amounts of VOCA funds will be used for these purposes. The following list provides examples of such items:

- **Skills Training for Staff** - VOCA funds designated for training are to be used exclusively for developing the skills of direct service providers including paid staff and volunteers, so that they are better able to offer quality services to crime victims. An example of skills development is training focused on how to respond to a victim in crisis, and the travel expenses associated with this training, provided that they meet the State of Georgia's Travel Regulations as referenced in Section 4 of this application. **Please note that the CJCC will only reimburse these types of expenses for staff approved in the budget and for volunteers.**
- **Training Materials** - VOCA funds can be used to purchase materials such as books, training manuals, and videos for direct service providers within the VOCA-funded organization and can support the costs of a trainer for in-service staff development when the amounts do not exceed federal standards. Staff from other organizations can attend in service training activities that are held for the applicant staff.
- **Equipment and Furniture** - VOCA funds may be used to purchase furniture and equipment that provides or enhances direct services to crime victims, as demonstrated by the VOCA applicant.
- VOCA funds **cannot** support the entire cost of an item that is not used exclusively for victim-related activities. However, VOCA funds can support a pro-rated share of such an item. In addition, applicants cannot use VOCA funds to purchase equipment for another organization or individual to perform a victim-related service. Examples of allowable costs may include beepers, typewriters, computers, video-tape cameras and players for interviewing children, two-way mirrors, equipment and furniture for shelters, work spaces, victim waiting rooms, and children's play areas.
- The cost of furniture, equipment such as Braille equipment or TTY/TTD machines for the deaf, or minor building alterations/improvements that make victim services more accessible to persons with disabilities are allowable.
- **Purchasing or Leasing Vehicles** - Applicants may use VOCA funds to purchase or lease vehicles if they can demonstrate to the state administrator that such expenditure is essential to delivering services to crime victims. The VOCA administrator must give **prior approval** for all such purchases.
- **Advanced Technologies** - At times, computers may increase an applicant's ability to reach and serve crime victims. For example, automated victim notification systems have dramatically improved the efficiency of victim notification and enhanced victim security.
 - In making such expenditures, VOCA applicants must describe to the state how the computer equipment will enhance services to crime victims; how it will be integrated into and/or enhance the applicant's current system; the cost of installation; the cost of training staff to use the computer equipment; the on-going operational costs, such as maintenance agreements and supplies; and how these additional costs will be supported, as maintenance costs **cannot** be supported with VOCA funds.
- **Contracts for Professional Services** - VOCA funds generally should not be used to support contract services. At times, it may be necessary for VOCA applicants to use a portion of the VOCA grant to contract for specialized services. Examples of these services include assistance in

filing restraining orders or establishing emergency custody/visitation rights (the provider must have a demonstrated history of advocacy on behalf of domestic violence victims); emergency psychological or psychiatric services; or sign and/or interpretation for the hearing impaired or for crime victims whose primary language is not English.

- Applicants are **prohibited** from using VOCA funds for contracted services which contain administrative, overhead, or other indirect costs included in the hourly or daily rate.
- **Operating Costs** - Examples of allowable operating costs include supplies; equipment use fees, when supported by usage logs; printing; photocopying, and postage; brochures which describe available services; and books and other victim-related materials. VOCA funds may support administrative time to complete VOCA-required time and attendance sheets and programmatic documentation, reports, and statistics; administrative time to maintain crime victims' records; and the pro-rated share of audit costs.
- **Supervision of Direct Service Providers** - State administrators may provide VOCA funds for supervision of direct service providers when they determine that such supervision is necessary and essential to providing direct services to crime victims. For example, a state administrator may determine that using VOCA funds to support a coordinator of volunteers or interns is a cost-effective way of serving more crime victims.
- **Repair and/or Replacement of Essential Items** - VOCA funds may be used for repair or replacement of items that contribute to maintaining a healthy and/or safe environment for crime victims, such as a furnace in a shelter. Applicants wishing to use VOCA funds for these purposes must demonstrate the following:
 - That the building is owned by the applicant organization and not rented or leased.
 - All other sources of funding have been exhausted.
 - There is no available option for providing the service in another location.
 - That the cost of the repair or replacement is reasonable considering the value of the building.
 - The cost of the repair or replacement is pro-rated among all sources of income.
- **Public Presentations** - VOCA funds may be used to support presentations that are made in schools, community centers, or other public forums and designed to identify crime victims and provide or refer them to needed services. Specifically, activities and costs related to such programs including presentation materials, brochures, and newspaper notices can be supported by VOCA funds.

Unallowable Costs And Activities

Applicants **may not** request funds for the following services or activities. NOTE: This list is not exhaustive and CJCC maintains discretion in allowing or disallowing budget requests:

- **Lobbying and Administrative Advocacy** - VOCA funds cannot support victim legislation or administrative reform, whether conducted directly or indirectly.
- **Perpetrator Rehabilitation and Counseling.** - Applicants cannot knowingly use VOCA funds to offer rehabilitation services to offenders. Likewise, VOCA funds cannot support services to incarcerated individuals, even when the service pertains to the victim of the individual.
- **Victim-offender meetings** – Meetings that serve to replace criminal justice proceedings. Funds can cover costs associated with Restorative Justice for the victim **ONLY**. Any costs associated with the perpetrator's involvement in Restorative Justice efforts cannot be paid with VOCA

funds. Funds cannot be used for Restorative Justice efforts or victim-offender mediation with the community as a whole.

- **Food or beverages** - No funds (federal and/or match) can be used to purchase food and/or beverages for any meeting, conference, training or other event and all such events must be approved by the Crime Commission before any contracts are signed or arrangements finalized. Therefore, food and beverage costs are now unallowable under any grant, cooperative agreement and/or contract. This restriction does not impact direct payment of per diem amounts to individuals attending a meeting or conference, as long as they fall within the guidelines.
- **Need Assessments, Surveys, Evaluations, and/or Studies** - VOCA funds may not be used to pay for efforts conducted by individuals, organizations, task forces, or special commissions to study and/or research particular crime victim issues.
- **Prosecution Activities** - VOCA funds cannot be used to pay for activities that are directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency, such as witness notification and management activities and expert testimony at a trial. In addition, victim witness protection costs and subsequent lodging and meal expenses are considered part of the criminal justice agency's responsibility and cannot be supported with VOCA funds.
- **Fundraising Activities.**
- **Indirect Organizational Costs** - The costs of liability insurance on buildings, capital improvements, security guards and bodyguards, property losses and expenses, real estate purchases, mortgage payments, and construction may not be supported with VOCA funds.
- **Property Loss** - Reimbursing crime victims for expenses incurred as a result of a crime such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages, and medical bills are not allowable.
- **Most Medical Costs** - VOCA funds cannot pay for nursing home care (emergency short-term nursing home shelter, as discussed previously, is allowable), home health-care costs, in-patient treatment costs, hospital care, and other types of emergency and non-emergency medical and/or dental treatment. VOCA grant funds cannot support medical costs resulting from victimization.
- **Relocation Expenses** - VOCA funds cannot support relocation expenses for crime victims such as moving expenses, security deposits on housing, ongoing rent, and mortgage payments. However, VOCA funds may be used to support staff time in locating resources to assist victims with these expenses.
- **Administrative Staff Expenses** - Salaries, fees, and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators, and other individuals are not allowable unless these expenses are incurred while providing direct services to crime victims.
- **Development of Protocols, Inter-Agency Agreements, and Other Working Agreements** - These activities benefit crime victims, but they are considered examples of the types of activities that applicants undertake as part of their role as a victim services organization, which in turn qualifies them as an eligible VOCA applicant and are therefore unallowable costs under the VOCA grant program.
- **Costs of Sending Individual Crime Victims to Conferences**
- **Activities Exclusively Related to Crime Prevention** - VOCA funds cannot be used for community education; crime prevention activities and education presentations. It is allowable to

use funds for public awareness to promote programs and services that are provided to crime victims.

- **Matching other federal funds.**

APPENDIX 3: 2014 VOCA Special Conditions

CRIMINAL JUSTICE COORDINATING COUNCIL

VICTIMS OF CRIME ACT ASSISTANCE GRANT PROGRAM

SPECIAL CONDITIONS

SUBGRANTEE: Agency Name

SUBGRANT NUMBER: C13-8-000

1. Federal laws prohibit subgrantees of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits.

Initials _____

2. Subgrantees who provide emergency shelter will conduct appropriate screening so as not to discriminate against individuals based on physical or mental disability, including mental health concerns and substance abuse issues, or deny shelter solely upon the presence of these factors, and ensure that reasonable accommodations are documented and made available to those victims.

Initials _____

3. The subgrantee agrees to take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For more information on the civil rights responsibilities that subgrantees have in providing language services to LEP individuals, please see the website at <http://www.lep.gov>.

In addition, subgrantees that provide hotline services will provide documentation of a contract for 24 hour language interpretation services for callers who do not speak English. Subgrantees that provide hotline services will ensure that its TTY machine is operable at all times and that all staff, volunteers and interns who answer the hotline receive training and ongoing review of TTY answering procedures.

Initials _____

4. The subgrantee agrees to comply with the Equal Treatment Regulation (28 C.F.R. part 38) which prohibits subgrantees from using federal grant funding for inherently religious activities. While faith-based organizations can engage in non-funded inherently religious activities, the activities must be held separately from the grant-funded program, and customers or beneficiaries cannot be compelled to participate in them. The Equal Treatment Regulation makes clear that organizations receiving federal grant funding are not permitted to discriminate when providing services on the basis of a beneficiary's religion.

Faith-based organizations should also note that the Safe Streets Act, as amended; the Victims of Crime Act, as amended; and the Juvenile Justice and Delinquency Prevention Act, as amended, contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the Justice Department has concluded that the Religious Freedom Restoration Act (RFRA) is reasonably construed, on a case-by-case basis, to require that its funding agencies permit faith-based organizations applying for funding under the applicable program statutes both to receive DOJ funds and to continue considering religion when hiring staff, even if the statute that authorizes the funding program generally forbids considering of religion in employment decisions by subgrantees.

Initials _____

5. All subgrantees of Federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to the prohibitions against unlawful discrimination. Accordingly, Criminal Justice Coordinating Council investigates subgrantees that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, Criminal Justice Coordinating Council selects a number of subgrantees each year for compliance reviews, audits that require subgrantees to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal employment opportunity standards.

Initials _____

6. In addition to these general prohibitions, an organization which is a subgrantee of financial assistance subject to the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, 42 U.S.C. § 3789d(c), or other Federal grant program requirements, must meet two additional requirements: (1) complying with Federal regulations pertaining to the development of an Equal Employment Opportunity Plan (EEOP), 28 C.F.R. § 42.301-.308, and (2) submitting to OCR Findings of Discrimination (see 28 C.F.R. §§ 42.205(5) or 31.202(5)).

Initials _____

7. In accordance with Federal regulations, Assurance No. 6 in the Standard Assurances, COPS Assurance No. 8.B, or certain Federal grant program requirements, your organization must comply with the following EEOP reporting requirements:

If your organization has received an award for \$500,000 or more and has 50 or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare an EEOP and submit it to OCR for review within 60 days from the date of this letter. For assistance in developing an EEOP, please consult OCR's website at <http://www.ojp.usdoj.gov/ocr/eeop.htm>. You may also request technical assistance from an EEOP specialist at OCR by dialing (202) 616-3208.

If your organization received an award between \$25,000 and \$500,000 and has 50 or more employees, your organization still has to prepare an EEOP, but it does not have to submit the EEOP to OCR for review. Instead, your organization has to maintain the EEOP on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

If your organization received an award for less than \$25,000; or if your organization has less than 50 employees, regardless of the amount of the award; or if your organization is a medical institution, educational institution, nonprofit organization or Indian tribe, then your organization is exempt from the EEOP requirement. However, your organization must complete Section A of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

The subgrantee acknowledges that failure to submit an acceptable EEOP (if the subgrantee is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the subgrantee is in compliance. The subgrantee must maintain proof of compliance with the above requirements and be able to provide such proof to the Criminal Justice Coordinating Council upon request.

Initials _____

8. Subgrantee agencies are required by Criminal Justice Coordinating Council to clearly post a non-discrimination policy in accordance with the subconditions. This policy shall be visible to and easily accessed by all staff, board members, and clients. The policy shall also contain information on how to lodge a claim of discrimination with the subgrantee agency.

In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex or disability then your organization must submit a copy of the finding to Criminal Justice Coordinating Council and to OCR for review.

Initials _____

9. The subgrantee understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.

Initials _____

10. Pursuant to U.S. Attorney General Order No. 23532001, and O.C.G.A. §50 - 36 1(d), public or private nonprofit service providers that deliver inkind (noncash) services necessary to protect life or safety and do not charge for said services based on the recipients' income, may neither require clients seeking their organization's services to verify their immigration status nor deny services based on the clients' legal status. (Department of Justice (2001), Final Specification of Community Programs Necessary for Protection of Life or Safety Under Welfare Reform Legislation, (A.G. Order No. 23532001) 66 FR 3613.) Agencies providing said services shall establish a policy ensuring all victims have access to services regardless of immigrant status, and shall promulgate same with staff and clients seeking services.

Any law enforcement or prosecution subgrantee that provides inkind (noncash) services necessary to protect life or safety and does not charge for said services based on the recipients' income shall not deny these services to any crime victim who seeks their protection based on the victim's immigration or legal status, nor shall the agency require any victim who contacts them in good faith to verify their immigration status prior to delivering services. (Department of Justice (2001), Final Specification of Community Programs Necessary for Protection of Life or Safety Under Welfare Reform Legislation, (A.G. Order No. 23532001) 66 FR 3613.; O.C.G.A §17-5-100(f)).

Initials _____

11. The subgrantee understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.

Initials _____

12. The subgrantee agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and OJP). The subgrantee also agrees to comply with applicable restrictions on subawards to first-tier subgrantees that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of subgrantee obligations are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/sam.htm> (Award condition: Registration with the System for Award Management and Universal Identifier Requirements), and are incorporated by reference here. This special condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

Initials _____

13. The subgrantee agrees to abide by all administrative and financial guidelines as stipulated in the current edition of the Office of Justice Program's Financial Guide for Grants available at <http://www.ojp.usdoj.gov/financialguide/>. All services paid by federal and/or matching funds must

have a valid contract that has been preapproved by the Criminal Justice Coordinating Council to ensure compliance with federal and state guidelines and statutes.

Initials _____

14. The subgrantee agrees to adhere to the Program Guidelines for the Victims of Crime Act Victim Assistance Grant Program available at <http://www.ojp.usdoj.gov/ovc/voca/vaguide.htm>, and to use these funds to provide services to victims of crime. For the purposes of the program guidelines, services are defined as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after a victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety and security such as boarding-up broken windows and replacing or repairing locks.

Initials _____

15. The subgrantee agrees to comply with the organizational audit requirements of the Single Audit Act as detailed in OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactory and promptly addressed, as further described in the current edition of the OJP Financial Guide, Chapter 19. The CFDA number for this grant program is 16.575.

Initials _____

16. If any changes occur in the subgrantee's lobbying status or activities, a revised Disclosure of Lobbying Activities Form must be submitted to Criminal Justice Coordinating Council. The subgrantee further understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification, or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of the Office of Justice Programs.

Initials _____

17. The subgrantee agrees to comply with all applicable laws, regulations, policies, and guidance governing the use of federal funds for expenses related to conferences, meeting, training, and events, including the provision of food and/or beverages at such events and costs of attendance at such events. Information on pertinent laws, regulations, policies, and guidance is available at www.ojp.gov/funding/confcost.htm.

Initials _____

18. The subgrantee agrees to comply with all the requirements of 28 CFR Part 22, the Department of Justice's Regulations on the Confidentiality of Identifiable Research and Statistical Information. The subgrantee agrees that any information identifiable to a private person that is collected as part of this grant will be used for research and statistical purposes only and acknowledges that 42 U.S. C. Section 3789 (g) provides that these data are immune from legal process. The subgrantee agrees to follow all the requirements for subject notification (28 CFR Section 22.27), information transfer agreements (28 CFR Sections 22.24 and 22.26), and final disposition of data (28 CFR Section 22.25).

Initials _____

19. The OJP consultant rate maximum limit is \$650 per day or \$81.25 per hour for new consultant rate agreements executed on or after June 1, 2014. An 8-hour day may include preparation, evaluation, and travel time in addition to the time required for actual performance. The subgrantee agrees that

consultant/contractor fees in excess of \$650.00 per eight hour day (\$81.25 per hour) must have prior approval from the Office of Justice Programs and the Criminal Justice Coordinating Council.

Initials _____

20. The subgrantee understand and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://www.ojp.usdojtrainingguidingprinciples.htm>.

Initials _____

21. The subgrantee agrees that information on race, sex, national origin, age, and disability of subgrantees of assistance will be collected and maintained, where such information is voluntarily furnished by those receiving assistance.

Initials _____

22. The subgrantee agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this OJP award, and those award funds have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this OJP award, the subgrantee will promptly notify, in writing, the Criminal Justice Coordinating Council grant specialist or auditor for this subaward, and if so requested by Criminal Justice Coordinating Council will seek a budget-modification or change-of-project-scope Subgrant Adjustment Request (SAR) to eliminate any inappropriate duplication of funding.

Initials _____

23. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and sub recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

Initials _____

24. The subgrantee certifies that federal funds will not be used to supplant funds that would otherwise be made available for grant-funded initiatives. Federal funds must be used to supplement existing funds for program activities and not replace funds appropriated for the same purpose. Potential supplanting will be the subject of application review, as well as pre-award review, post-award monitoring, and audit. If there is a potential presence of supplanting, the subgrantee will be required to document that the reduction in nonfederal resources occurred for reasons other than the receipt or anticipated receipt of federal funds.

Initials _____

25. The subgrantee must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subgrantees. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by mail:

Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.

Room 4706
Washington, DC 20530

e-mail: oig.hotline@usdoj.gov

hotline: (contact information in English and Spanish): (800) 869-4499
or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.

Initials _____

26. The subgrantee understands that all OJP awards are subject to the National Environmental Policy Act (NEPA, 42 U.S.C. section 4321 et seq.) and other related Federal laws (including the National Historic Preservation Act), if applicable. The subgrantee also agrees to comply with all Federal, State, and local environmental laws and regulations applicable to the development and implementation of the activities to be funded under this award.

The subgrantee agrees to comply with the NEPA and other related federal environmental impact analysis requirements if the subgrantee engages in one or more of the following activities and the activity needs to be undertaken in order to use grant funds, whether or not the activities specifically are funded with federal funds: new construction; minor renovation or remodeling of a property either a) listed on or eligible for listing on the National Register of Historic Places or b) located within a 100-year flood plain; a renovation, lease, or any other proposed use of a building or facility that either will a) result in a change in its basic prior use or b) significantly change its size; and, implementation of a new program involving the use of chemicals other than those a) purchased as an incidental component of a funded activity and b) traditionally used, for example, in office, household, recreational, or educational environments.

Initials _____

27. The subgrantee understands and agrees that - (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

Initials _____

28. Subgrantee agencies agree to comply with the core services applicable to their agency type as outlined in the Request for Applications and the application submitted for 2013 Competitive Awards. Subgrantee agencies are responsible for ensuring that their agency meets the minimum requirements and maintains all documentation applicable to its requirements.

Initials _____

29. The subgrantee agrees to comply with the Criminal Justice Coordinating Council Subgrantee Programmatic and Fiscal Compliance Policy available at <http://1.usa.gov/15txaOs>. All subgrantees must have written policies and procedures which govern the fiscal management of grant funds.

Initials _____

30. All nonprofit organizations shall comply fully with the requirements set forth in the Official Code of Georgia Annotated, Chapter 50-20, and submit, prior to the drawdown of any funds, completed financial statements (including balance sheet, income statement and statement of cash flows) and salary information for all personnel whether grant funded or not.

Initials _____

31. Subgrantees who provide emergency shelter agree that, if their agency cannot house a victim, they will identify available resources and assist the victim in developing and implementing a feasible plan to access other emergency shelter.

Initials _____

32. The subgrantee must maintain its certification to receive Local Victim Assistance Add-On Funds (5% Funds). In addition, the subgrantee must submit an annual report to the Criminal Justice Coordinating Council regarding the receipt and expenditure of these funds by January 30 each year per O.C.G.A. § 15-21-132.

Initials _____

33. The subgrantee must submit Subgrant Adjustment Request #1 with the completed award package. The adjustment request must be accompanied by an accurate detailed project budget in the format requested by Criminal Justice Coordinating Council that itemizes all projected expenditures. The project budget and summary will not be established, or officially approved, until the subgrantee receives a written approval notice from the Criminal Justice Coordinating Council. All project costs and project activities must coincide with the approved budget, summary, and implementation plan unless subsequent revisions are approved by the Criminal Justice Coordinating Council.

The subgrantee must submit subsequent requests to revise the budget, project summary, and implementation plan prior to any substantial changes, but no later than 60 days prior to the end of the subgrant period.

Initials _____

34. All project costs not exclusively related to this approved project must be prorated, and only the costs of project-related activities will be reimbursable under the subgrant award.

Initials _____

35. The subgrantee agrees to submit requests for reimbursement on either a monthly or quarterly basis, as selected by the subgrantee at the time of award. Subgrant Expenditure Reports are due 15 days after the end of the month (if reporting monthly) or 30 days after the end of the quarter (if reporting quarterly).

Initials _____

36. The subgrantee agrees to submit all materials to be printed with grant funds to the Criminal Justice Coordinating Council for approval no later than 30 days prior to sending them to the printer. Criminal Justice Coordinating Council reserves the right to disallow reimbursement for all or part of any proposed publication.

Initials _____

37. All materials and publications (written, visual, or sound) resulting from subgrant award activities shall contain the following statements: "Certain portions of this project are supported by VOCA Sub-Award No. _____ administered by the Criminal Justice Coordinating Council and awarded by the Office for Victims of Crime. The opinions, findings, conclusions, and recommendations expressed on page(s) _____ of this publication does/do not necessarily reflect the views of the Department of Justice, Office of Justice Programs, Office for Victims of Crime. Page(s) _____ of this project is/are beyond the scope of the Victims of Crime Act Program, under which the above award was made, and thus was not funded with award no. _____."

Initials _____

38. Under the Government Performance and Results Act (GPRA) and VAWA 2000, subgrantees are required to collect and maintain data that measure the effectiveness of their grant-funded activities. Accordingly, the subgrantee agrees to submit an annual electronic progress report on program activities and program effectiveness measures. Information that subgrantees must collect under GPRA and VAWA 2000 includes, but is not limited to: 1) number of victims receiving requested services; 2) number of persons seeking services who could not be served; 3) number and percentage of arrests relative to the number of police responses to domestic violence incidents; 4) number of sexual assault nurse examiners trained; and 5) number of victim advocates supported by grant funding.

- i. Statistical data describing project performance from programs providing direct victim services must be submitted to the Criminal Justice Coordinating Council using the Victim Services Statistical Report (VSSR) provided to the subgrantee. VSSRs describing program outputs (total services delivered, total clients served, etc.) are due quarterly on January 30, April 30, July 30, and October 30. The fourth quarter report, due to Criminal Justice Coordinating Council October 30, requires subgrantees to complete the narrative section included with that quarter's statistical report.
- ii. Performance Reports describing program outcomes (OPM) that reflect changes in clients as a result of services delivered must be based on surveys administered to individual clients. Each program should include the appropriate performance measures for their respective type of program on their client surveys. Programs are required to follow the Criminal Justice Coordinating Council Data Collection Guidelines and report on the online reporting system. Subgrantees are encouraged, but not required, to use the Excel-based spreadsheets to enter and tally their individual client outcome data. Totals reported for outputs may not match totals reported for outcomes since outcomes are collected from clients only at the substantial completion of services. The performance reports are due semiannually on May 30th and November 30th.

Initials _____

39. If any changes occur in the subgrantee's eligibility status regarding debarment, a revised Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion form must be submitted to the Criminal Justice Coordinating Council.

Initials _____

40. All VOCA subgrantees must provide a 20% match contribution of cash or in-kind dollars.

Initials _____

41. The subgrantee agrees to satisfy at least 25% of the required match (20%) through the inkind donation of volunteer hours. The standard rate for the provision of direct services by a volunteer is \$12.00 per hour. Higher rates must be pre-approved by Criminal Justice Coordinating Council. Any deviation from this requirement must be submitted in writing to the Criminal Justice Coordinating Council utilizing the volunteer requirement waiver request form.

The subgrantee agrees to utilize project volunteers that provide direct services as defined under the Victims of Crime Act. In order to comply with this requirement, the subgrantee shall furnish a written job description indicating what types of direct services the volunteer will provide. With each SER the subgrantee shall provide a listing of all project volunteers that provide direct services using the Monthly Volunteer Time Record available at <http://cjcc.georgia.gov/outcome-performance-tools-1> and a copy of the contract between each volunteer and the subgrantee identifying responsibilities for both parties, available at <http://1.usa.gov/1fDee1l>. The subgrantee shall submit an explanation of other volunteer services not listed on the Monthly Volunteer Time Record with each SER as applicable. Volunteer time spent on administrative activities not related to the grant program, such as board member meetings, are

unallowable.

Initials _____

42. The subgrantee certifies that 1) title to all equipment and/or supplies purchased with funds under this subgrants shall vest in the agency that purchased the property; 2) equipment and/or supplies will be maintained in accordance with established local or state procedures as long as the equipment and/or supplies are used for program-related purposes; and 3) once the project concludes and/or equipment is no longer utilized for its grant-funded purpose, Criminal Justice Coordinating Council will be informed of the available equipment and determine its future use to assure it is utilized in the furtherance of the goals and objectives of the grant program and the State of Georgia.

Initials _____

43. Pursuant to O.C.G.A. §36-60-6, as amended, all private employer subgrantees with greater than 500 employees shall register with the federal work authorization system, E-Verify, and provide Criminal Justice Coordinating Council with its eligibility verification system user number by January 1, 2014. Private employer subgrantees with greater than 100 but fewer than 500 employees shall also register with the federal work authorization system and submit to Criminal Justice Coordinating Council its eligibility verification system user number by July 1, 2014. Private employer subgrantees with more than ten employees but fewer than 100 employees shall register with the federal work authorization system and submit to Criminal Justice Coordinating Council its eligibility verification system user number by July 1, 2014.

Initials _____

44. The subgrantee agrees to abide by the provisions of the "Crime Victims' Bill of Rights" as stipulated under Georgia law (O.C.G.A. Chapter 17).

Initials _____

45. The subgrantee agrees to notify all victims of the Georgia Crime Victims Compensation Program, to advise victims of their eligibility for benefits, assist them with application forms and procedures, obtaining necessary documentation, and/or checking on their claim status, and following up with the Board of Appeals as applicable.

Initials _____

46. The subgrantee agrees to abide by Georgia law regarding the utilization of professional counselors, social workers, and marriage and family therapists. (O.C.G.A. § 43-10A-1, et. seq). In addition the subgrantee agrees to abide by Georgia law regarding the utilization of psychologists. (O.C.G.A. § 43-39-1, et. seq).

Initials _____

47. The subgrantee authorizes the Office for Victims of Crime, the Office of the Chief Financial Officer (OCFO), the Criminal Justice Coordinating Council and its representatives, access to and the right to examine all records books, paper, or documents related to the VOCA grant.

Initials _____

48. Subgrantee agencies are subject to compliance monitoring activities by Criminal Justice Coordinating Council staff. Compliance monitoring includes activities include site visits or desk reviews of all documentation related to the subaward. Subgrantee agencies will be selected randomly for a site visit or desk review at least every two years. The subgrantee agency agrees to comply with all compliance monitoring activities for the current subaward.

Initials _____

49. Repeatedly late submission of any reports will result in a recommendation to the Criminal Justice Coordinating Council for a reduction to your award. These reports include, but are not limited to, Subgrant Expenditure Reports, Progress Reports such as Victim Services Statistical Reports (VSSR), Outcome Performance Measures and Annual Local Victim Assistance Add-On Fund (5% Fund) Reports.

Initials _____

50. The subgrantee agrees to fully cooperate with any monitoring or evaluation activities, and any related training activities, initiated and/or conducted by the Criminal Justice Coordinating Council during and subsequent to the award period.

Initials _____

51. The subgrantee agrees to comply with any additional requirements that may be imposed during the grant performance period if the Criminal Justice Coordinating Council determines that the subgrantee is a high-risk subgrantee per Cf.28 C.F.R. parts 66, 70.

Initials _____

Please be advised that failure to comply with any of the Special Conditions will result in material noncompliance with the Subgrant Agreement, thus subjecting the Subgrant Agreement to possible termination by the Criminal Justice Coordinating Council.

Authorized Official Signature

Date

Print Authorized Official Name

Title

Appendix 4: Fiscal Compliance Policy

NATHAN DEAL
GOVERNOR



JACQUELINE BUNN
EXECUTIVE DIRECTOR

Subgrantee Programmatic and Fiscal Compliance Policy

Special Conditions

This compliance policy should be read in conjunction with each grant program's special conditions. Subgrantees are responsible for abiding by all the requirements outlined in their grant program's special conditions. CJCC staff and the Council reserve the right to apply any of the progressive penalties outlined for subgrantees that are not compliant with their grant program's special conditions. Timely fiscal and programmatic reporting requirements are also outlined in each grant program's special conditions.

Grant Applications

Grant Application Submission Policy: All grant applications must be received by **the pre-specified time** on the deadline date provided.

- **Continuation Application Late Submission Policy:** Any continuation grant application submitted late will receive a 10 percent reduction.
- **Competitive Application Late Submission Policy:** Any grant application submitted late during a competitive cycle will be deemed ineligible and will not be considered or reviewed. Disqualified applicants will have to wait for the next competitive cycle to re-apply.

Award Package

Award Package Submission Policy: All award packages will be sent by certified mail with a return receipt or provided in-person during subgrantee training workshops. The subgrantee will have (45) calendar days from the date of receipt to return the award package to CJCC. Award packages must be **postmarked** no later than the due date to be considered timely.

- **Penalty for late submission:** Award packages not postmarked by the due date will result in an automatic 10% reduction in the award amount. The subgrantee will receive notice of this reduction and will be given an additional ten (10) calendar days to return the award packet. Award packets must be **postmarked** no later than the revised due date to be considered timely for the late submission.
- **Penalty for failure to submit award package:** If an award packet is not postmarked or received by the revised deadline, the award will be rescinded.

Subgrant Reporting

During the course of an award period, subgrant recipients are required to submit periodic programmatic and financial reports to the CJCC. These reports may include:

- Quarterly and Semi-annual Activity Reports (Victim Services Statistical Reports (VSSR), Criminal Justice Services Statistical Reports (CJSSR))
- Outcome Measurement Reports (Semi-annual)
- Local Victim Assistance Program (5%) Reports
- Expenditure Reports (Monthly or Quarterly)

Subgrant Report Submission Policy: All reports must be received on or before the deadline. A report is considered to be received timely if it is:

- postmarked on or before the due date for mailed submissions;
- received by 5:00 pm on or before the due date for hand-delivered submissions; or
- submitted by 11:59 pm on or before the due date for digital submissions.

Penalties for late submissions: When a subgrantee fails to submit any of their required reports on time, all pending grant payments to the agency will be suspended until the missing report is submitted.

In addition, each subgrant will be reviewed quarterly. If a subgrantee failed to meet the deadline of any report due during a quarter, a reduction of ten percent (10%) will be made to the corresponding subgrant award. A report is considered due during a quarter if the end date of the reporting period falls within the quarter.

If a subgrantee fails to meet the reporting requirements for two (2) quarters during the grant period, CJCC will initiate a site visit and any pending payments will be held until the site visit is complete (this is in addition to a second 10% reduction to the subgrant award).

If a subgrantee fails to meet the reporting requirements for four (4) quarters during the grant period, they will be placed on probation* for one year. If needed, this probation period will continue during the following year's continuation or competitive award period (this is in addition to a fourth 10% reduction to the subgrant award).

Waivers to Excuse Late Reports

On rare occasions, subgrantees may experience unprecedented and unpredictable events that will preclude them from complying with their special conditions or from submitting their fiscal and/or programmatic reports on time. CJCC will consider such circumstances and grant a waiver for the late submission of all reports with the exception of competitive grant applications. The waiver will relieve the subgrantee of any penalties associated with the late submission.

Examples of circumstances in which a waiver may be granted:

- Natural disasters that substantially affect an agencies operations;
- Sickness, injury or death of the Project Director or members of his/her immediate family.
- Major criminal events that require substantial staff resources, and/or
- Catastrophes, fires, or vandalism that results in substantial damage to the agency's resources and thus ability to comply with programmatic or fiscal reports.

Process for submitting waivers: Agencies must submit a [waiver request](#) to their assigned Grants Auditor or Specialist for a late submission along with supporting documentation no later than ten (10) days after the reporting deadline has expired. The waiver request should include the following:

* Probation is a year-long period during which the subgrantee cannot be late submitting their continuation/competitive application, their award packet, and/or fiscal or programmatic reports. Any late submissions of programmatic or fiscal reports during the probation period will result in the automatic de-obligation of a subgrantee's remaining award. If the subgrantee submits their application or award packet late during the probation period, their entire award will be rescinded for that grant year.

- The report (if not previously submitted);
- A written explanation of the event(s) that prevented the subgrantee from submitting a timely report; and
- Supporting documentation of said event(s).

Appendix 5: Budget Detail Worksheet

CJCC Budget Detail Worksheet

Agency Name:	
Subgrant Number:	
Project Name:	
Select grant type:	

Purpose: This Budget Detail Worksheet is used to verify all Subgrant Expenditure Requests (SERs) and to determine whether costs are allowable, reasonable and justified. Please fill it out completely with the Subgrant Adjustment Request (SAR) #1 in your award packet and for each subsequent SAR that requires a budget change. All required information must be present in the budget narrative, regardless of format.

NOTE - If you need extra lines in the spreadsheet under one of the categories: 1) Highlight an entire row or block of lines within the same category 2) Keeping your mouse over the highlighted row or block, right click and select the copy option by left clicking 3) Next, right click with your mouse again on the highlighted row or block and chose the option "insert copied cells" by left clicking. If you selected only a block and not the entire row, a new tile will open up and select the option "Shift cells down" and click OK. Use of this technique will ensure that you don't change the formulas inserted in the spreadsheet.

A (1). Personnel-- List each position by title and name of employee, if available. In order to calculate the budget enter the annual salary and the percentage of time to be devoted to the program. Compensation of employees engaged in program activities must be consistent with that for similar work within the applicant agency.

Title	First and Last name	Salary Rate	% Time to Project	Select Pay Period Frequency	Cost	Match?
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	

Title	First and Last name	Hourly wage	Hours per week on project	Weeks worked annually	Select Pay Period Frequency	Cost	Match?
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
PERSONNEL TOTAL						\$0	

A (2). Volunteers -- If applicable, simply enter the number of hours of service volunteers will perform to meet the match requirement. Volunteers MUST be valued at \$12/hour unless approved by CJCC staff for a higher rate. Remember that VOCA awardees must meet a minimum volunteer match of 25% of the total 20% match requirement. Do not change the drop-down selection box from "In-kind" or your match will not calculate correctly.

Volunteers	Hours	Rate	Total value	Match
			\$	In-Kind
VOLUNTEERS TOTAL			\$0.00	

A (3). Fringe-- Amounts should be based on actual costs or a formula for personnel listed above, utilizing the percentage of time devoted to the program. Fringe benefits on overtime hours are limited to FICA, Worker's Compensation and State Unemployment Compensation. Costs included within this category are: FICA (employer's portion of Social Security and Medicare taxes), employer's portion of retirement, employer's portion of insurance (health, life, dental, etc.), employer's portion of Worker's Compensation and State Unemployment Compensation.

Title	First and Last name	Total annual salary or wages	Select fringe type	Enter rate of each fringe benefit as a percentage of salary or wages	% Time to Project	Cost	Match?
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
FRINGE TOTAL						\$0.00	

PERSONNEL GRAND TOTAL \$0

B. Travel-- Funds must be budgeted in compliance with State of Georgia Statewide Travel Regulations. Itemize travel expenses of program personnel by category (e.g. mileage, meals, lodging, incidentals, and airfare) and purpose (e.g. training, field interviews, and advisory group meetings) and identify the location, if known. For training programs, list travel and meals for participants separately. Show the budget calculation (e.g. six people attending three-day training at \$X airfare, \$X lodging, \$X meals/ incidentals). **If selecting "airfare" enter 1 in the nights/days field and use the round-trip costs.** Please note that the maximum reimbursement rate is \$0.565 per mile, but if your agency's reimbursement rate is lower you must use that rate instead.

Trainings and Conferences		**All trainings and conferences must be pre-approved by submitting an agenda to your Specialist or Auditor.						
Purpose of Travel	Staff member	Item	Cost	# Individuals	# Nights/Days	# Trips	Cost	Match?
							\$0.00	
							\$0.00	
							\$0.00	

							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	

Mileage							
Purpose of Travel	Staff member	Location or Coverage Area	Cost per mile	Miles per grant year	Total Cost	Match?	
					\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		
TRAVEL TOTAL					\$0.00		

C. Equipment-- List non-expendable items to be purchased. Applicants should analyze the benefit of purchased versus leased equipment, especially high cost and electronic or digital items. Explain how the equipment is necessary for the success of the program. Show the budget calculation. Attach a narrative describing the procurement method to be used. Please note that all items must be at least \$5,000 per unit to be considered equipment. Otherwise please list items in "Supplies."

Equipment Item	Cost per Unit	# Items	Vendor	Cost	Match?
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
EQUIPMENT TOTAL				\$0.00	

D. Supplies-- List items by type (e.g. office supplies, postage, copier usage, training supplies, publications, audio/video (batteries, film, CD/DVD's, etc.), office furniture, computer software, educational/therapeutic supplies, uniforms, weapons (law enforcement and prosecution units only). Show budget calculation. For example, where an item is office supplies, enter \$100 for cost per unit; "month" for define unit; 12 for # units, and Office Palooza for Vendor. Leave "define unit" blank if not applicable.

Item	Cost per unit	Define Unit	# Units	Vendor	Cost	Match?
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
SUPPLY TOTAL					\$0.00	

E. Printing-- List items by type (e.g. letterhead/envelopes, business cards, training materials). Show budget calculation. For example, where an item is business cards, enter \$15 for cost per unit; "box" for define unit; 2 for # units, and Print Mania for Vendor. Leave "define unit" blank if it is not applicable.

Item	Cost per unit	Define unit	# Units	Vendor	Cost	Match?
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
PRINTING TOTAL					\$0.00	

F. (1) Other Costs-- List items by type (e.g. real property lease, repairs/maintenance, utilities, copier rental/lease, postage meter, insurance & bonding, dues & subscriptions, advertising, registration fees, film processing, notary services, public relations, communication services - indicate if DOAS is provider). Show budget calculation. For example, provide the office space square footage and the lease rate or provide the monthly lease amount and the number of months leased. For unit enter time period as applicable (i.e., "month" for utility costs) or leave blank for items such as registration that require a one-time fee.

Item	Cost per unit	# of Units	% Charged to Grant	Vendor	Cost	Match?
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
F. (1) Subtotal					\$0.00	

F. (2) Consultant Fee: Enter the name, if known, and service to be provided. Show the budget calculation; for example, the hourly or daily rate (8 hours) multiplied by the estimated number of units (e.g., 1 hour of therapy).

Name of Consultant	Service Provided	Cost per unit	Define Unit of Service	# Units	Cost	Match?
					\$0.00	
					\$0.00	
					\$0.00	
F. (2) Subtotal					\$0.00	

F. (3) Contracts: Provide a description of the product or service to be procured by contract and a cost estimate. Applicants are strongly encouraged to use a competitive procurement process in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Vendor	Service Provided	Cost	Match?
			\$0.00	
			\$0.00	

			\$0.00	
			\$0.00	
			\$0.00	
		F. (3) Subtotal	\$0.00	

F. OTHER TOTAL	\$0
----------------	-----

Budget Summary--When you have completed this budget worksheet, the totals for each category will transfer to the spaces below. The total costs and total project costs will be computed via Excel formula. Indicate the amount of grant funds requested and the amount of non-grant funds that will support the project.

Budget Category	Amount	
A. Personnel and Fringe	\$0	
B. Travel	\$0	
C. Equipment	\$0	
D. Supplies	\$0	
E. Printing	\$0	
F. Other	\$0	
TOTAL PROJECT COSTS	\$0	
Award	FALSE	
Match Amount	FALSE	
Match Breakdown	Cash	\$0 #DIV/0!
	In-Kind	\$0 #DIV/0!
	Volunteer Match	\$0 #DIV/0!

Budget Narrative

NOTE: If a Non-Grant expense amount is entered, make sure those items for which they will be used must be incorporated into your overall budget. Indicate clearly throughout you budget narrative and detail worksheet for which items these funds will be used.

Appendix 6: VOCA SER Excel Form

CRIMINAL JUSTICE
Coordinating Council
Subgrant Expenditure Reporting Form
VOCA

Subgrant #: _____ SER # _____
Subgrantee: _____ START DATE: _____
Project Name: _____ END DATE: _____

EXPENDED THIS PERIOD:

Personnel	\$	-	Federal	\$	-
Equipment	\$	-	Match*	\$	-
Supplies	\$	-	Total Project	\$	-
Travel	\$	-			
Printing	\$	-			
Other	\$	-			
Total Project	\$	-			

* Match breakdown:		
Cash	\$	-
In-kind	\$	-

Comments:

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[illegible]

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Appendix 7: Staff and Volunteer Timesheets

**CRIMINAL JUSTICE COORDINATING COUNCIL
VICTIM ASSISTANCE SUBGRANTEE
PAY PERIOD TIME AND ATTENDANCE REPORT
(PLEASE FILL OUT BOTH SIDES)**

Agency/Organization: _____ Subgrant Number: _____

Name of Employee: _____ Month & Year: _____

Title & Nature of Work Performed: _____

Please fill in the starting date and ending date of Pay Period #1 & #2 by month and day, e.g. (example 10/1) in the appropriate box.
TIME SHEET DATES MUST CORRESPOND DIRECTLY WITH THE AGENCY'S INTERNAL PAY PERIOD.

	Start Date														End Date	Subtotals
Day of Month																
Total Hours Worked																0
Total Hours Worked on Project																0

	Subtotals														
Day of Month															
Total Hours Worked															0
Total Hours Worked on Project															0

Total Hours Worked on Project	Divided By	Total Hours Worked This Month	Equals	Percent of Time on Project	Times	Total Salary /Benefits 2 Pay Periods	Equals	Amount Charged to Project
0.00		0.00		#DIV/0!				

I CERTIFY THAT THE ABOVE IS A TRUE AND CORRECT STATEMENT.

Employee Signature

Date

Supervisor Signature

Date

CRIMINAL JUSTICE COORDINATING COUNCIL MONTHLY VOLUNTEER TIME RECORD

SUBGRANT: _____
 MONTH & YEAR: _____

PLEASE ENTER THE NUMBER OF HOURS WORKED PER SERVICE RENDERED

LAST, FIRST NAME	In-person Crisis Counseling	Follow-up Contact	Therapy	Group Treatment	Assistance placing animals in distress	Assistance applying for TANF or other social services	Shelter/Safehouse	In-person Information Referral	C.J. Support & Advocacy	Emer. Financial Support	Emergency or Non-emergency Legal Advocacy	Assist. With Crime Victims Comp	Personal Advocacy	Telephone Contacts	Forensic Interviews	Other - Provide Explanation	Total Hours Worked *X \$12	Total
1																	0.00	0
2																	0.00	0
3																	0.00	0
4																	0.00	0
5																	0.00	0
6																	0.00	0
7																	0.00	0
8																	0.00	0
9																	0.00	0
10																	0.00	0
11																	0.00	0
12																	0.00	0
13																	0.00	0
14																	0.00	0
15																	0.00	0
Grand Totals:																	0	\$0

* CJCC currently values volunteer time at a rate of \$12 per hour.
 I certify that the above is a true and correct statement. I also understand that CJCC requires the agency to complete and maintain individual timesheets on a monthly basis to substantiate this document in the event of an audit.

Approved _____ Title _____ Date _____

CJCC Grants Administration

Agency Name:

Month & Year:

Subgrant No.:

[illegible]

Definitions of Service

In-person Crisis Counseling

Refers to in-person crisis intervention, emotional support, and guidance and counseling provided by advocates, counselors, mental health professionals or peers. Such counseling may occur at the scene of a crime, immediately after a crime, or be provided on an on-going basis. Crisis Counseling also includes assisting with death notifications of families of victims.

Follow-Up Contact

Refers to in-person contacts, telephone calls, and written communications with victims to offer emotional support, provide empathetic listening, check on a victim's progress, etc.

Therapy

Refers to intensive psychological and/or psychiatric treatment from a **licensed and trained professional** for individuals, couples, and family members for ongoing trauma or emotional difficulty arising from the occurrence of a crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.

Group Treatment

Refers to the coordination and provision of supportive group activities and includes self-help, peer, social support, etc.

Assistance Placing Animals in Distress

Refers to assistance with placement of an animal that belongs to a victim and that may be in danger in the victim's home to a shelter or other appropriate avenue.

Assistance in Applying for TANF/Social Services

Includes making victims aware of the availability of Temporary Assistance for Needy Families (TANF) benefits and related social services, assisting the victim in completing the required forms, gathering the needed documentation, etc. It may also involve accompanying the victim to the social service agency and making follow-up contact with the social service agency on behalf of the victim.

Safe Shelter or Safe House

Refers to offering short- and long-term housing and related support services to victims and families following a victimization. Includes transitional housing. Related support services include meals, clothing, toiletries, and other supplies provided to victims and family members (children) accompanying them in shelter.

In-person Information/Referral

Refers to in-person contacts with victims during which time services and available support are identified. Includes safety planning with victim, the entire intake process, case management contacts to determine if referrals were followed up & satisfactory, etc.

Criminal Justice Support/Advocacy

Refers to support, assistance, and advocacy provided to victims at any stage of the criminal justice process, to include post-sentencing services and support. Can be provided by all victim assistance agencies. See list of specific services below provided by prosecution-based and law enforcement-based victim witness assistance programs.

Emergency Financial Support

Refers to cash outlays for transportation, food, clothing, emergency housing, etc.

Emergency and Non-Emergency Legal Advocacy

Emergency Legal Advocacy refers to filing of ex parte protection orders, injunctions, requesting bond conditions and other protective orders, elder abuse petitions, and child abuse petitions during emergency or crisis circumstances but does not include criminal prosecution or the employment of attorneys for non-emergency purposes such as custody disputes, civil suits, etc. Includes assisting victims with the warrant application process and attending related pre-warrant court hearings.

Non-emergency Legal Advocacy refers to follow-up hearings related to converting ex parte protection orders to permanent orders, assistance at hearings regarding temporary protection order violations; filling for immigration status or immigration relief; assistance with civil matters such as custody or visitation that are necessary to keep the victim safe; legal assistance with eviction or adversary employment actions arising from the victimization. Provide information and advocacy about health insurance, harassment, and related legal issues.

Assistance in Filing Victims' Compensation

Notification of Eligibility - Includes alerting the victim either in-person, via mail, via telephone, or via email about the existence of the Crime Victims Compensation Program.

Review of Eligibility Requirements - Includes explaining to the victim either in-person, via mail, via telephone, or email what kinds of crimes are eligible for compensation, what kinds of expenses are compensable, the steps necessary to initiate an application, rules regarding the timeframe within which the crime must be reported, and an explanation about the likelihood of successful appeal if the victim fails to meet one of the preliminary requirements.

Assistance Completing an Application - Includes walking the victim through completing the compensation application either in-person or via the telephone and explaining to the victim the necessary documents and fields within an application to make an application complete.

Assistance Gathering Documents for Submitting an Application - Includes helping the victim gather necessary documents such as law enforcement reports, itemized bills, and income verification forms to submit a complete victims' compensation application. Assisting the victim with gathering the documents and submitting the application, including mailing the application on the victim's behalf.

Follow-up - Includes contacting the Crime Victims Compensation Program at the Criminal Justice Coordinating Council (CJCC) to check the status of a victim's application, assisting the victim with an appeal, helping the victim respond to correspondence from the Crime Victims Compensation Program, or following up with providers regarding necessary itemized bills on the victim's behalf.

Personal Advocacy

Refers to assisting victims in securing rights, remedies, and services from other agencies; locating emergency financial assistance, intervening with employers, school administrators, creditors, bill collectors, landlords, and others on behalf of the victim; assisting in filing for losses covered by public and private insurance programs; accompanying the victim to the hospital, etc. Does not include assistance filing for unemployment benefits, TANF, and other such services which should be reported under "Assistance Applying for TANF/Social Services."

Telephone Contacts

Refers to provision of crisis hotline telephone counseling by trained professionals or volunteers on a 24 hour/7 day a week basis. Includes telephone contacts with victims during which time services and available support are identified. Includes non-emergency safety planning with victim, initial assessments interviews, case management contacts to determine if referrals were followed up & satisfactory, etc.

Forensic Interviews

Refers to the provision of a forensic interview of a victim in order to provide direct services, including referrals. This service may only be counted towards volunteer time if it meets the following criteria:

- (i) Results of the interview will be used not only for law enforcement and prosecution purposes, but also for identification of needs such as social services, personal advocacy, case management, substance abuse treatment, and mental health services;
- (ii) Interviews are conducted in the context of a multidisciplinary investigation and diagnostic team, or in a specialized setting such as a child advocacy center;
- (iii) The interviewer is trained to conduct forensic interviews appropriate to the developmental age and abilities of children, or the developmental, cognitive, and physical or communication disabilities presented by adults; and
- (iv) VOCA victim assistance funds are not used to supplant other State and local public funding available for forensic interviews, including criminal justice funding.

Appendix 8: Sample Consultant Contract

CONSULTING AGREEMENT

This Consulting Agreement, effective [INSERT DATE] is between [PARTY X] and [PARTY Y].

1. **PURPOSE OF AGREEMENT.** This agreement shall cover consulting services to be performed by PARTY X for PARTY Y. PARTY X agrees to perform the following duties in fulfillment of this agreement:
 - a. **INSERT PROJECT SCOPE.**
2. **CONSULTING FEES AND EXPENSE REIMBURSEMENTS.** During the term of this Agreement, PARTY Y shall pay PARTY X a consulting fee of \$X per hour. In addition to the consulting fee, PARTY Y shall reimburse PARTY X for all reasonable out-of-pocket expenses incurred in performing the services for PARTY Y. PARTY X shall submit invoices for services performed and expense reports as expenses and fees are incurred, but at least twice a month. All expense reimbursements will be in compliance with the [INSERT] guidelines.
3. **TERM.** This agreement will take effect on and continue through [INSERT DATE]. This Agreement may be extended beyond the initial term only if agreed, in writing, by PARTY X and PARTY Y.
4. **GENERAL.** PARTY X shall perform the consulting services as an independent contractor and not as an employee, partner, joint venturer or principal of PARTY Y. This Agreement may be modified or amended only as agreed in writing by both parties. This Agreement contains the entire agreement between the parties and supersedes all prior or contemporaneous negotiations or agreements between the parties relating to the consulting services. This Agreement is governed by [INSERT STATE] State law.

By: _____
PARTY X

PARTY Y

Date: _____

Date: _____

APPENDIX 9: Sample Salary Authorization Form

Sample Job Offer Letter

COMPANY LETTERHEAD

Date
Applicant Name
Address
City, State, Zip
Phone
Email

Dear Mr. / Miss/ Mrs. /Ms. [NAME],

Congratulations! We are pleased to offer you a job with [COMPANY NAME]. The position offered is [JOB TITLE] at a salary of [SALARY]. The position of [JOB TITLE] is a full time position and reports to [name of supervisor]. The company hours are [COMPANY HOURS]. We would like you to start work on [DATE]. If you are unavailable on that date, please contact us immediately. On [START DATE] please report to [NAME OF SUPERVISOR] for orientation.

We look forward to having you on our team and are confident you will make a significant contribution to [COMPANY NAME].

Sincerely,

[NAME OF PERSON OFFERING THE JOB]
[POSITION]
[COMPANY]

APPENDIX 10: Sample Memorandum Of Understanding (MOU) Form

MEMORANDUM OF UNDERSTANDING

The XYZ, a state/local/nonprofit agency operating under the laws of the State of Georgia

AND

*Individually listed partner agencies
(hereinafter, “Partners” or named individually),*

WHEREAS, XYZ, and Partners all seek to insure that the safety and needs of domestic violence are met through the courts, a coordinated community effort;

WHEREAS, XYZ, and Partners all see a need to improve the functions of the civil and criminal court processes; and

WHEREAS, XYZ, and Partners are committed to meaningful collaboration for system improvement, they enter into this agreement.

This Memorandum of Understanding shall be effective as of _____ and shall be active through the _____. The parties shall re-examine the extent of this memorandum and the roles of project partners at end of this period. [OPTIONAL: If funding for the activities described herein is not secured, this Memorandum of Understanding shall be considered void.]

Partners

While all partners work and collaborate in some way through their work with each other, each Partner by the nature of their work only directly and regularly collaborates with certain others. These are noted.

Partner 1 *is [enter brief description of partner 1 and role as MOU partner].*

Partner 2 *is [enter brief description of partner 3 and role as MOU partner].*

Partner 3 *is [enter brief description of partner 3 and role as MOU partner].*

The local partners agree to work together and with XYZ to [describe nature of collaborative effort].

Each Partner agrees to provide the necessary time and staff resources to participate in

this collaborative endeavor. In particular, these partners have specific duties:

- *Partner 1 agrees to [specific duties/responsibilities here].*
- *Partner 2 agrees to [specific duties/responsibilities here].*
- *Partner 3 agrees to [specific duties/responsibilities here]*

Each Partner will participate on the committee/partnership/collaborative or submit one designated, dedicated employee as such. All Partners will have representation so as to insure that all aspects of service are covered and no gaps exist.

By signing this Memorandum of Understanding, each Partner agrees to the commitment of fulfilling [insert collaborative's mission or purpose]. Each Partner agrees to contribute in-kind services and supplies through his or her agency or office to insure the success and viability of the collaboration. Each partner has participated in outlining this memorandum of understanding and approves of the terms outlined therein.

Partner 1 Signing Authority
Title
Address

Date

Partner 2 Signing Authority
Title
Address

Date

Partner 3 Signing Authority
Title
Address

Date

Partner 4 Signing Authority
Title
Address

Date

Appendix 11: Core Services by Agency Type



Office of Justice Programs (OJP)

Victim Assistance Grant Programs

Core Services by Agency Type

EFFECTIVE MAY 2012
Updated September 2014

If you have any questions about the content in this manual, please contact:

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Core Services Overview

The Criminal Justice Coordinating Council (CJCC) strives to be a responsible and exemplary steward of federal funds. In an effort to ensure that limited federal resources pay for basic services for all crime victims in Georgia, CJCC created the core service definitions for various types of programs that the agency typically funds with victim assistance funds from the Office of Justice Programs (OJP) through the Department of Justice (DOJ). Those programs are the Victims of Crime Act (VOCA), administered through the Office for Victims of Crime (OVC), and S.T.O.P. Violence Against Women Act (VAWA) and Sexual Assault Services and Programs (SASP) funds administered through the Office on Violence Against Women (OVW).

These core services were developed in consultation with VOCA, VAWA and SASP subgrantees who provide victim service across the state of Georgia. These standards will be revised as the response to victimization evolves and improves. The core service definitions outline the basic level of services agencies of various types should provide to be considered for CJCC Victim Services grant funds. The types of programs defined herein include: Court Appointed Special Advocates (CASA), Child Advocacy Centers (CAC), Counseling Services, Domestic Violence Shelter & Non-Shelter Programs, Legal Service Programs, Sexual Assault Centers, and Victim Witness Assistance Programs (VWAP).

These core service definitions are also the basis for any programmatic desk audits or site visits. CJCC grant monitoring staff will have a checklist based on these core service definitions to ensure programs are providing a minimum level of services with CJCC's OJP funds. The core service checklists are also provided in this document.

Child Advocacy Center (CAC)

The Criminal Justice Coordinating Council requires that any child advocacy center funded with VOCA, VAWA, or SASP funds must provide the following basic services and meet the following criteria:

- Provide counseling for child abuse victims – either in-house or through a linkage agreement
- Provide referral services to necessary social services. Have a referral guide available for staff and victims that includes up-to-date and complete contact information for each resource listed
- Be a member of a multi-disciplinary team comprised of law enforcement, prosecution, victim advocates, medical, and child welfare officials
- Notify and assist the victim about his/her eligibility for victim's compensation
- Advocate on the child's behalf for services and expedite case processing
- Review a child's court case(s)
- Track the child's case to ensure that the child is not lost in the criminal justice or other government system(s)
- Provide services to non-offending caregivers and other secondary victims of child abuse
- Provide training to other officials such as law enforcement, prosecutors and judges about the effects child abuse and negligence and strategies for effectively handling such cases
- Ensure that all services are available for persons with limited English proficiency or provide referrals for culturally and linguistically services where appropriate
- Advocate staff must have at least 40 hours of initial training specific to providing direct victim services either through the Office for Victims of Crime, Victim's Assistance Training Online, the National Organi
- zation for Victim's Assistance (NOVA) or other body that provides training specific to serving crime victims

CAC Compliance Monitoring Checklists

	Verify that there is an in-house therapist/counselor or linkage agreement with therapist (obtain copies of any agreements for CJCC files)
	Review list of referral sources in the community, including list of referrals for LEP victims and non-offending caregivers
	Review list of services or referrals for non-offending caregivers of child sexual abuse victims
	Review a copy of the MOU for multi-disciplinary team (must be current)
	Verification of membership to the Child Advocacy Centers of GA (CACGA) (obtain copies for CJCC files)
	40-hour Initial Advocate staff training verifications (Obtain copies for CJCC files)

Interview Questions	CJCC Staff Notes
Tell me about your program. (Note adherence to core service requirements.)	
What projects have you accomplished with the grant award? Have all intended projects been completed? Please note any delays in project completions.	
How do you measure/evaluate the success of your program? How do you handle setbacks (if any)?	
Is the project site where one or more activities/deliverables are being performed? If no, note where activities are being performed.	
How do you validate that the services/activities described in the initial application and progress reports have been provided and/or completed?	
Please describe your system for collecting and reporting data to CJCC.	
Please provide feedback on VSSRs and OPMs. <i>Note if TA is needed.</i>	
Are you on task to complete all deliverables in a timely manner? Have the grantee outline a plan.	
Were/ are grant funds used for training?	Yes _____ No _____
If funds were used for training, how many people are trained?	
How are people recruited for training?	

What topics are covered in training?	
How do you evaluate success of trainings?	
Did new victim service project employees attend and successfully complete the On-Line Victim Assistance Training (On-line VAT) and/or other required training? <i>(NB: VAT is required for at least one staff member at a 5% funded agency)</i>	

Court-Appointed Special Advocates (CASA)

Based on the statutorily mandated minimum standards, best practices in Georgia and nationally, and on training requirements, CJCC defines CASA programs as follows:

- All CASA volunteers must complete at least 30 hours of training before serving in court; additionally, CASA volunteers must complete 12 hours per year of continuing education
- CJCC-funded CASA programs must be affiliates of the state umbrella agency – Georgia Court Appointed Special Advocates (GACASA) – and members of the National Court Appointed Special Advocates Association
- Conduct independent investigations of a child’s case – which may include interviewing the parties in the case, the child’s family, and any social agency employees who work with the child
- Maintain regular contact with the child at least once per month
- Provide written reports to the court for each scheduled hearing
- Advocate on the child’s behalf to have court hearings scheduled so the case can be resolved
- Advocate for judicial review of a child’s case
- Attend all court hearings about the child’s case
- Work with all parties involved in a deprivation proceeding
- Review court documents pertaining to the child’s case
- Provide referral services to necessary social services. Have a referral guide available for staff and victims that includes up-to-date and complete contact information for each resource listed
- Notify and assist the victim about his/her eligibility for victim’s compensation
- Ensure that all services are available for persons with Limited English Proficiency (LEP) or provide referrals for culturally and linguistically appropriate services as needed
- Advocate staff must have at least 40 hours of initial training specific to providing direct victim services either through the Office for Victims of Crime, Victim’s Assistance Training Online, the National Organization for Victim’s Assistance (NOVA) or other body that provides training specific to serving crime victims

CASA Compliance Monitoring Checklists

Verify proof of membership to the Georgia Court-Appointed Special Advocates (GACASA). Must be current.
30-hour initial volunteer training verifications (Obtain copies for CJCC files)
Continuing education verifications for volunteers -at least 12-hours/year (Obtain copies for CJCC files)
Review of volunteer time logs to ensure regular tracking of activities
Ensure CASA program maintains copy of written reports volunteer CASAs submit to court. Must be kept in a secure location.
Review list of referrals within the community
40-hour Initial Advocate staff training verifications (Obtain copies for CJCC files)

Interview Questions	CJCC Staff Notes
Tell me about your program. (Note adherence to core service requirements.)	
What projects have you accomplished with the grant award? Have all intended projects been completed? Please note any delays in project completions.	
How do you measure/evaluate the success of your program? How do you handle setbacks (if any)?	
Is the project site where one or more activities/deliverables are being performed? If no, note where activities are being performed.	

How do you validate that the services/activities described in the initial application and progress reports have been provided and/or completed?	
Please describe your system for collecting and reporting data to CJCC.	
Please provide feedback on VSSRs and OPMs. <i>Note if TA is needed.</i>	
Are you on task to complete all deliverables in a timely manner? Have the grantee outline a plan.	
Were/ are grant funds used for training?	Yes _____ No _____
If funds were used for training, how many people are trained?	
How are people recruited for training?	
What topics are covered in training?	
How do you evaluate success of trainings?	
Did new victim service project employees attend and successfully complete the On-Line Victim Assistance Training (On-line VAT) and/or other required training? <i>(NB: VAT is required for at least one staff member at a 5% funded agency)</i>	

Counseling Services

The Criminal Justice Coordinating Council outlines specific requirements for programs providing **therapy or counseling services** in-house or via contract with a **licensed** counselor/therapist:

- The in-house or contract counselor or therapist must have a **Georgia-specific** license.
- If the in-house or contract therapist uses interns or license-eligible therapists to supervise group therapy sessions or provide individual therapy, that person(s) must be supervised by a **Georgia-licensed** therapist or counselor.
- All counselors or therapists must conduct an intake and needs assessment that must include an assessment for acute mental illness, trauma or substance abuse prior to treating any patient. The therapist or counselor should have an up-to-date referral list for patients that he/she cannot treat because their needs are beyond the scope of the therapist's expertise.
- The organization or contract therapist should have a protocol to ensure that therapy services are available to persons with specific cultural needs and/or physical/mental disability needs. Such a protocol may include a referral list for cultural or language appropriate therapy services.
- Any in-house or contract therapy provider or counselor must attend at least **5 hours** of continuing education per year related to treating or serving crime victims. If the agency provides services via contract with an outside provider, the training requirement must be stipulated in the contract and proof that the contractor has met the annual requirement should be on file with the contracting agency.

Specific requirements for programs providing peer support groups:

- The person leading any peer support group must receive training specific to leading such support groups.
- Persons leading support groups must receive at least **5 hours** of continuing education per year related to providing services to crime victims.
- Any support group should have a baseline curriculum with specific goals and objectives toward which members are working. Such a curriculum should be clearly defined, but flexible enough to accommodate the specific needs of various groups.
- Organizations providing support groups should have a protocol to make accommodations to meet the needs of individuals with specific cultural needs and/or physical/mental disability needs. Such a protocol may include a referral list for culturally or language appropriate peer support group services.
- Notifying and assisting the victim about his/her eligibility for victim's compensation
- **Any provider who is only providing peer support groups may not advertise that they offer "therapy or counseling services" per O.C.G.A. § 43-10A.**

Counseling Compliance Monitoring Checklists

Therapy/Counseling Providers

	Verify Georgia licenses for any contract or in-house therapist
	Review a copy of intake/needs assessment instrument – should include screening for trauma, mental illness and/or substance abuse

	Review list of referrals within the community for patients that exceed therapists abilities or expertise
	If there are contracts with external therapists–verify that the agreement requires at least 5 hours of continuing education specific to crime victims and trauma
	Continuing education verifications for therapist (obtain copies for CJCC files)

Peer or other Support Group Providers

	Support group leader training verifications (Obtain copies for CJCC files)
	Continuing education verifications for support group leader(s) -at least 5-hours/year (Obtain copies for CJCC files)
	Review a copy of the curriculum or guidelines used for support group
	Verify written certifications attesting that support group services are not being advertised as “therapy”

Interview Questions	CJCC Staff Notes
Tell me about your program. (Note adherence to core service requirements.)	
What projects have you accomplished with the grant award? Have all intended projects been completed? Please note any delays in project completions.	
How do you measure/evaluate the success of your program? How do you handle setbacks (if any)?	
Is the project site where one or more activities/deliverables are being performed? If no, note where activities are being performed.	

How do you validate that the services/activities described in the initial application and progress reports have been provided and/or completed?	
Please describe your system for collecting and reporting data to CJCC.	
Please provide feedback on VSSRs and OPMs. <i>Note if TA is needed.</i>	
Are you on task to complete all deliverables in a timely manner? Have the grantee outline a plan.	
Were/ are grant funds used for training?	Yes _____ No _____
If funds were used for training, how many people are trained?	
How are people recruited for training?	
What topics are covered in training?	
How do you evaluate success of trainings?	
Did new victim service project employees attend and successfully complete the On-Line Victim Assistance Training (On-line VAT) and/or other required training? <i>(NB: VAT is required for at least one staff member at a 5% funded agency)</i>	

Domestic Violence Programs

The Criminal Justice Coordinating Council (CJCC) funds two types of domestic violence agencies, community-based non-shelter program, and shelter-based domestic violence programs. Below is a list of basic services any domestic violence programs funded with VOCA, VAWA, or SASP funds must provide:

Non-Shelter, Community-based Agencies

- New direct service volunteers must have at least 10 hours of training
- New staff members who will be providing victim services must have at least 40 hours of initial training prior to allowing them to serve victims unsupervised
- Provide referral services to necessary social services. Have a referral guide available for staff and victims that includes up-to-date and complete contact information for each resource listed
 - Refer to the statewide or national domestic violence hotline provided in the agency's outgoing voicemail for any victim calling after normal business hours
 - Refer to and help with obtaining emergency or safe shelter for victims who qualify and are eligible
 - Refer to services that meet the needs of children who witness or are victims of domestic violence, if the agency does not have a program for child victims
 - Refer to therapy or counseling by a licensed professional counselor, psychologist, or psychiatrist
 - Refer to legal help or advocacy related to other civil, criminal or immigration matters where a licensed attorney is required
- Assist or have partnerships that assist with filing petitions for temporary protective orders, immigration filings where appropriate, and court accompaniment to hearings
- Provide or have partnership to provide peer support groups run by a facilitator who is trained to run domestic violence support groups
- Notify and assist the victim about his/her eligibility for victim's compensation
- Advocate with social service providers such as TANF agencies, unemployment offices etc.
- Assist victims with finding permanent or transitional housing or referral to agencies that specialize in these services
- Inform and refer victims to proper parenting without the use of violence
 - If the agency provides parenting classes in-house, a model or set curriculum should be followed.
- Provide follow-up services when the client consents to be contacted and it is safe to do so
- Conduct community outreach and awareness about the effects of domestic violence
- Have a written, publicized policy that the agency serves all victims of domestic violence regardless of sex, race, ethnicity, sexual orientation, age, religion, or immigration status
- Have a written plan to provide services available to Limited English Proficient victims
- Conduct a written or verbal, standardized dangerousness and/or lethality assessment that is consistently administered to all clients along with safety planning

Shelter-Based Programs

- Provide all the services mentioned for non-shelter, community-based agencies above
- Provide staff 24-hours per day 7 days per week, including holidays, to admit victims into the shelter
- Be able to ensure any victim contacting the shelter is placed in safe, emergency housing, including:
 - Housing the victim in your shelter;
 - Calling other organizations or shelters for the victim to be placed
 - Providing funds for a victim to stay in a hotel, if necessary

- Have shelter accommodations sufficient to house dependent children of the victims seeking their services
- Provide services to help victims with dependent children make arrangements with their child's school and other social services
- Maintain an updated shelter bed availability count in the DHS database
- Assist with making transportation arrangements for victims who cannot get to the shelter, court hearings etc.

Domestic Violence Compliance Monitoring Checklists

	10-hour initial volunteer training verifications (Obtain copies for CJCC files)
	40-hour initial staff training OR GCADV's Frontline training verifications (Obtain copies for CJCC files)
	Review referral list for shelters & services for children
	Review peer support group guidelines and curriculums
	Review referral list for therapists/counselors
	Review referral list for legal assistance (should include immigration help)
	Review curriculums of classes on parenting without the use of violence (if applicable)
	Verify certification that staff is available 24/7 including holidays for shelter (Shelter based programs only)
	Verify certification that shelter is capable of housing dependent children (Shelter based programs only)
	Review a copy of policies and procedures for maintaining the shelter bed availability count in the DHS database (Shelter based programs only)

Interview Questions	CJCC Staff Notes
Tell me about your program. (Note adherence to core service requirements.)	
What projects have you accomplished with the grant award? Have all intended projects been completed? Please note any delays in project completions.	
How do you measure/evaluate the success of your program? How do you handle setbacks (if any)?	

Is the project site where one or more activities/deliverables are being performed? If no, note where activities are being performed.	
How do you validate that the services/activities described in the initial application and progress reports have been provided and/or completed?	
Please describe your system for collecting and reporting data to CJCC.	
Please provide feedback on VSSRs and OPMs. <i>Note if TA is needed.</i>	
Are you on task to complete all deliverables in a timely manner? Have the grantee outline a plan.	
Were/ are grant funds used for training?	Yes _____ No _____
If funds were used for training, how many people are trained?	
How are people recruited for training?	
What topics are covered in training?	
How do you evaluate success of trainings?	
Did new victim service project employees attend and successfully complete the On-Line Victim Assistance Training (On-line VAT) and/or other required training? (NB: VAT is required for at least one staff member at a 5% funded agency)	

Legal Services Providers

Legal Services Providers funded with VOCA, VAWA, or SASP funds must provide the following services. Because some of those activities would overlap with the work of Victim Witness Assistance Programs, CJCC narrowly defines Legal Services and makes the following distinction between legal **advocacy** and legal **services**:

Legal Advocacy

- Legal Advocacy services may not require the assistance of an attorney barred under the State of Georgia;
- Lay advocates must be trained to assist victims with filing temporary protection orders. Such advocates must be specifically trained and certified to provide such assistance. Acceptable training includes the VAWA-funded Georgia Legal Services Temporary Protective Order training, or other training as approved by CJCC;
- Legal Advocacy thus includes:
 - Assistance with filing the Georgia Crime Victim's Compensation Program
 - Assistance filing a temporary protective order
 - Accompanying the victim to a first appearance and subsequent hearings
 - Assisting the victim with contacting an offender's probation or parole officer – particularly with respect to TPO violations
 - Assisting the victim with advocating for no contact constraints or stay away bond conditions
 - Assisting the victim with obtaining a warrant for an offender's arrest
 - Referring the victim to legal counsel with respect to custody, or divorce or immigration matters
 - Educating the victim about his/her role in the criminal justice process
 - Assistance with and coordination with attorneys or Board of Immigration Appeals-certified advocate for filing T- or U-Visa paperwork, or a VAWA self-petition
 - Outreach to underserved communities to identify potential victims of crime and provide services
 - Ensure that all services are available for persons with limited English proficiency or provide referrals for culturally and linguistically services where appropriate

Legal Services

- Legal services require assistance from a state barred attorney, or in the case of immigration law, a Board of Immigration Appeals-accredited representative
- Both VOCA and VAWA allow legal services that help ensure the victim's immediate safety
- Legal Services include:
 - Assistance with completing and filing a T- or U-Visa paperwork, or VAWA self-petition on a victim's behalf;
 - Legal immigration counsel and/or representation with remedies under the Violence Against Women Act and/or The Victims of Trafficking and Violence Prevention Act before USCIS; ICE; Immigration Court
 - Assistance with divorce or custody legal filings and appearing on the victim's behalf in court
 - Assistance with eviction proceedings, if the eviction results from the victimization
 - Assistance with filing contempt petitions when a temporary protection order is violated and representation at 2nd TPO hearings
 - Drafting demand letters or lawsuits on behalf of victims of financial abuse or fraud to restore lost property

- Outreach to underserved communities to identify potential victims of crime and provide services
- Ensure that all services are available for persons with limited English proficiency or provide referrals for culturally and linguistically services where appropriate

Legal Services Compliance Monitoring Checklists

Legal Advocacy Programs

	Staff Training verifications (obtain a copy for CJCC files)
	In example, How to help victims complete a TPO?
	Referral list for professional, licensed legal help in the community (including referrals for immigration matters)
	Materials used to educate victims about their role in the criminal justice process

Legal Services Programs

	Verify attorney's license, or bar card for CJCC files
	Continuing legal education certificates specific to helping victims (obtain a copy for CJCC files)
	Review attorney referral list for victims who require other expertise

Interview Questions	CJCC Staff Notes
Tell me about your program. (Note adherence to core service requirements.)	
What projects have you accomplished with the grant award? Have all intended projects been completed? Please note any delays in project completions.	
How do you measure/evaluate the success of your program? How do you handle setbacks (if any)?	

Is the project site where one or more activities/deliverables are being performed? If no, note where activities are being performed.	
How do you validate that the services/activities described in the initial application and progress reports have been provided and/or completed?	
Please describe your system for collecting and reporting data to CJCC.	
Please provide feedback on VSSRs and OPMs. <i>Note if TA is needed.</i>	
Are you on task to complete all deliverables in a timely manner? Have the grantee outline a plan.	
Were/ are grant funds used for training?	Yes _____ No _____
If funds were used for training, how many people are trained?	
How are people recruited for training?	
What topics are covered in training?	
How do you evaluate success of trainings?	
Did new victim service project employees attend and successfully complete the On-Line Victim Assistance Training (On-line VAT) and/or other required training? (NB: VAT is required for at least one staff member at a 5% funded agency)	

Sexual Assault Programs

The Criminal Justice Coordinating Council requires that any sexual assault center funded with VOCA, VAWA, or SASP funds must provide the basic services below:

- Prior to being allowed unsupervised contact with clients, sexual assault center staff must complete 24 hours of training. Staff must maintain their advocacy skills with 10 hours of continuing education per year.
- Prior to being allowed unsupervised contact with clients, volunteers must complete 10 hours of training. Volunteers must maintain their service skills with 10 hours of continuing education per year.
- Advocate staff must have at least 40 hours of initial training specific to providing direct victim services either through the Office for Victims of Crime, Victim's Assistance Training Online, the National Organization for Victim's Assistance (NOVA) or other body that provides training specific to serving crime victims
- Staff a 24/7 crisis hotline
- Provide referrals to and assistance with obtaining social or legal services, where applicable. Have a referral guide available for staff and victims that includes up-to-date and complete contact information for each resource listed
- Notify and assist the victim about his/her eligibility for victim's compensation
- Accompaniment to medical evaluations, and with client consent or at his/her request, to police interviews, and court hearings
- In-house provision or referral for licensed counseling and/or support groups run by a trained facilitator as requested or necessary
- Conduct community education and awareness activities to educate the public about the impact of sexual assault, including outreach about available services to victims and criminal justice professionals
- Participation on Sexual Assault Response Teams (SARTs), if any exist in the center's community
- Ensure that all services are available for persons with limited English proficiency or provide referrals for culturally and linguistically services where appropriate

Sexual Assault Centers Compliance Monitoring Checklists

	Review of 24-hour training curriculum provided to staff
	Review of 10-hour training curriculum provided to volunteers
	Review of procedures for managing the 24-hour crisis line
	Referral list for social service and therapy providers
	Review Sexual Assault Response Team (SART) MOU, if applicable

Interview Questions	CJCC Staff Notes
Tell me about your program. (Note adherence to core service requirements.)	
What projects have you accomplished with the grant award? Have all intended projects been completed? Please note any delays in project completions.	
How do you measure/evaluate the success of your program? How do you handle setbacks (if any)?	
Is the project site where one or more activities/deliverables are being performed? If no, note where activities are being performed.	
How do you validate that the services/activities described in the initial application and progress reports have been provided and/or completed?	
Please describe your system for collecting and reporting data to CJCC.	
Please provide feedback on VSSRs and OPMs. <i>Note if TA is needed.</i>	
Are you on task to complete all deliverables in a timely manner? Have the grantee outline a plan.	
Were/ are grant funds used for training?	Yes _____ No _____
If funds were used for training, how many people are trained?	
How are people recruited for training?	

What topics are covered in training?	
How do you evaluate success of trainings?	
Did new victim service project employees attend and successfully complete the On-Line Victim Assistance Training (On-line VAT) and/or other required training? <i>(NB: VAT is required for at least one staff member at a 5% funded agency)</i>	

Victim Witness Assistance Programs

The Criminal Justice Coordinating Council requires that victim witness assistance program funded with VOCA, VAWA, or SASP funds must provide the following services below. Georgia's Association of Chiefs of Police and Georgia's Prosecuting Attorneys Council have model policies and minimum service requirements for law enforcement and prosecutor's agencies, respectively (Georgia Association of Chiefs of Police, 2009; Georgia Prosecuting Attorney Council, 2006). The policies and minimum services are based in part on the Crime Victims Bill of Rights. CJCC recommends the following core service definitions for Law Enforcement VWAPs and Prosecutors VWAPs as the minimum requirement, since these are necessary to enforcing the basic rights outlined in the Crime Victims' Bill of Rights:

Law Enforcement VWAP

- Educate the victim about his or her role in the criminal justice process and provide a summary of follow-up actions the agency will take
- Notify and assisting the victim about his/her eligibility for victim's compensation
- Notify the victim about victim services within the area
- Provide the victim with contact information for case updates and follow-up, upon the victim's request, and if applicable
- Notify the victim about the status of temporary protective orders and their eligibility to apply for such orders
- Advocate on the victim's behalf with the Sheriff's office or Police Department, or provide training to law enforcement agencies, to ensure that the victim's information is taken so he/she can be notified of the defendant's status – e.g. of arrest, of release from incarceration or on bond, and/or of potential bond conditions
- Make all services available to victims with Limited English Proficiency (LEP)
- Advocate staff must have at least 40 hours of training specific to providing direct victim services either through the Office for Victims of Crime, Victim's Assistance Training Online, the National Organization for Victim's Assistance (NOVA) or other body that provides training specific to serving crime victims

Prosecutor VWAP²

- Assist victims with recovering any property taken as evidence or recovered by the police
- Provide referral services to agencies that can provide counseling or other social services the victim might need. Have a referral guide available for staff and victims that includes up-to-date and complete contact information for each resource listed
- Notify and assist the victim about his/her eligibility for victim's compensation
- Assist victims with obtaining restitution from the accused
- Assist victims with filing a victim impact statement
- Notify victims of any court hearings at which they must or might want to be present
- Educate the victim about his or her role in the criminal justice process
- Notify the victim about any proceeding at which the release of the accused will be considered and provide the victim with the opportunity to express his/her opinion regarding potential release
- If the accused is found guilty and sentenced to jail, connect the victim with the victim services division in the corrections department and assist the victim with registering for offender status notifications
- Advise the victim about his/her right to wait during judicial proceedings in an area separate from the accused
- Serve as the liaison between the victim and the prosecutor assigned to the case
- Provide support to the victim during trial process, in meetings with prosecutor, and at court hearings
- Have a written plan to be ready to provide services to victims who are Limited English Proficient
- Advocate staff must have at least 40 hours of training specific to providing direct victim services either through the Office for Victims of Crime, Victim's Assistance Training Online, the National Organization for Victim's Assistance (NOVA) or other body that provides training specific to serving crime victims

VWAP Compliance Monitoring Checklists

Review materials, if any, used to educate victims about their role in the criminal justice process
Review materials used to provide victims with contact and service information
Review plan for notifying victims of defendant's / case status
Review referral list for both social and crime victim services in the community
Review Victim impact statement forms
Review Restitution request forms (Prosecution –based VWAPs, if applicable)
40 hr Initial Victim Services training verifications (Obtain copies for CJCC files. Prosecution –based VWAP's only)

² CJCC currently funds one nonprofit agency that conducts a VWAP in a prosecutor's office. This agency is required to provide the Prosecutor VWAP core services.

Interview Questions	CJCC Staff Notes
Tell me about your program. (Note adherence to core service requirements.)	
What projects have you accomplished with the grant award? Have all intended projects been completed? Please note any delays in project completions.	
How do you measure/evaluate the success of your program? How do you handle setbacks (if any)?	
Is the project site where one or more activities/deliverables are being performed? If no, note where activities are being performed.	
How do you validate that the services/activities described in the initial application and progress reports have been provided and/or completed?	
Please describe your system for collecting and reporting data to CJCC.	
Please provide feedback on VSSRs and OPMs. <i>Note if TA is needed.</i>	
Are you on task to complete all deliverables in a timely manner? Have the grantee outline a plan.	
Were/ are grant funds used for training?	Yes _____ No _____
If funds were used for training, how many people are trained?	
How are people recruited for training?	

What topics are covered in training?	
How do you evaluate success of trainings?	
Did new victim service project employees attend and successfully complete the On-Line Victim Assistance Training (On-line VAT) and/or other required training? <i>(NB: VAT is required for at least one staff member at a 5% funded agency)</i>	